Learning Management System

Powered by SARAS

User Manual

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New and Changed Information

Document Version	Date	Changes
1.0	2 Sep 2013	Initial version
2.0	25 Oct 2013	Updated the following: ▪ A new field 'CFA Charter Holder Id' added to the Individual Registration page ▪ A new field 'CFA Charter Holder Id' added to the Edit Profile screen ▪ Helpdesk information ▪ A new option to buy course by making payment over a payment gateway
3.0	16 Jan 2014	Updated the following: ▪ Replaced the logo and captured new screenshots to reflect the new UI

Preface

This document describes the features of Copal Amba LMS application and guides you with intuitive procedures to use its web interface for configuring and using the system.

Intended audience

The intended audience for this manual is personnel responsible for using Copal Amba LMS application. It describes the features of Copal Amba LMS application and procedures for using it.

Organization of this document

This document contains the following chapters:

- Chapter 1 Introduction
- Chapter 2 Getting Started
- Chapter 3 Using Home Section
- Chapter 4 Using Intelligence Panel

Typographical conventions

It is important to understand the typographical conventions used in this guide prior to using Copal Amba LMS application.

This	Represents
Bold	Menus, menu option, radio button, check boxes, command buttons or a link.
CAPS	Keys on the keyboard and buttons on screens.
Note:	A note, providing additional information about a certain section/topic.

Support

In case you have any queries, contact the Copal Amba customer support team.

E-mail address: elearningsupport@copalamba.com

Please e-mail us any feedback you may have on this document to docsupport@excelindia.com

Chapter 1 – Introduction

The Copal Amba application is designed to facilitate a seamless learning experience. Its various features help in improving the quality of learning and offers smart interaction capabilities among users. It aids them to carry out learning tasks anytime, anywhere.

Users make learning engaging, stimulating, and more fun. They can browse through the available programs, search for a particular program, view and edit their profile, and view announcements. They can also generate various reports.

Chapter 2 – Getting Started

In this chapter, you will learn how to:

- Login to the application
- Understand the interface
- Logout of the application

Starting the application

1. Type the URL in the web browser address bar and click GO.

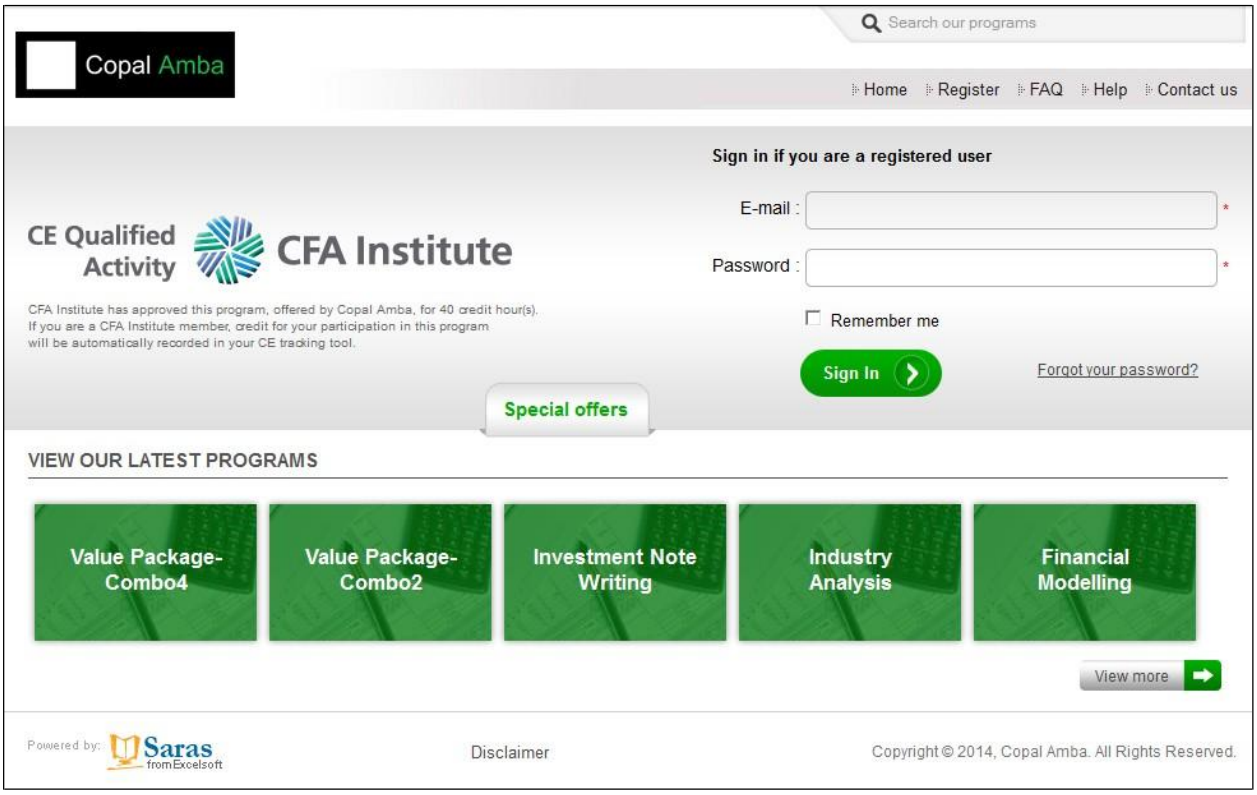


Figure 1: Application start page/Sign In page

Searching Programs

Located at the top right corner, this feature helps you to search for available programs by typing the program name in the text box and or pressing ENTER key on the keyboard.

Registering as a new user

If you are not a registered user, you can register yourself to access the application. To do this,

1. Click **Register**.

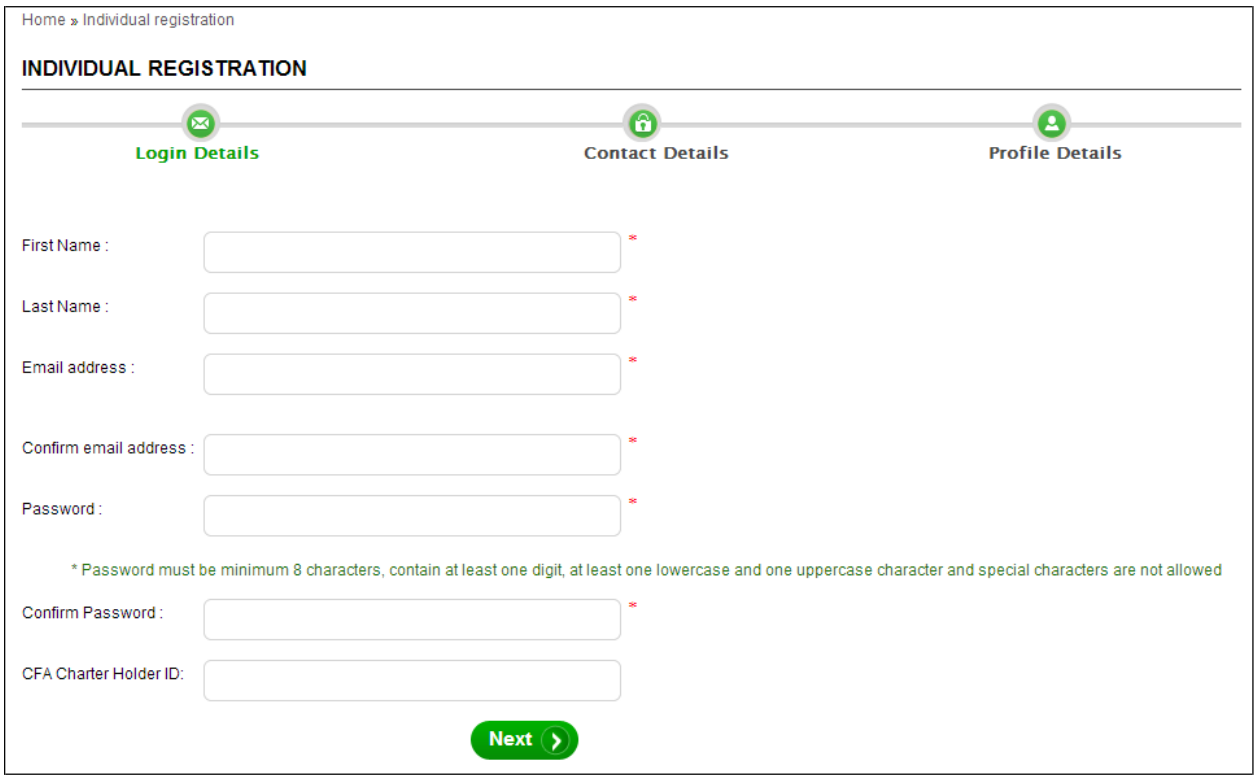

Home » Individual registration
INDIVIDUAL REGISTRATION
Login Details
Contact Details
Profile Details
First Name :
Last Name :
Email address :
Confirm email address :
Password :
* Password must be minimum 8 characters, contain at least one digit, at least one lowercase and one uppercase character and special characters are not allowed
Confirm Password :
CFA Charter Holder ID:
Next

Figure 2: Individual Registration page (Login Details)

Field	Description
First Name	Enter your first name in this field.
Last Name	Enter your last name in this field.
Email address	Enter your valid email address in this field. Note that the email address is used for signing into the application.
Confirm email address	Confirm the email address you entered in this field.
Password	Enter a sign in password in this field. Note that the password characteristics are displayed in green text below this field. Choose a password accordingly.
Confirm Password	Confirm the password you entered in this field.
CFA Charter Holder Id	Enter your Certified Financial Analyst (CFA) Charter Holder id in this field.
NOTE: Fields marked * are mandatory.	

2 Fill in the details as below:

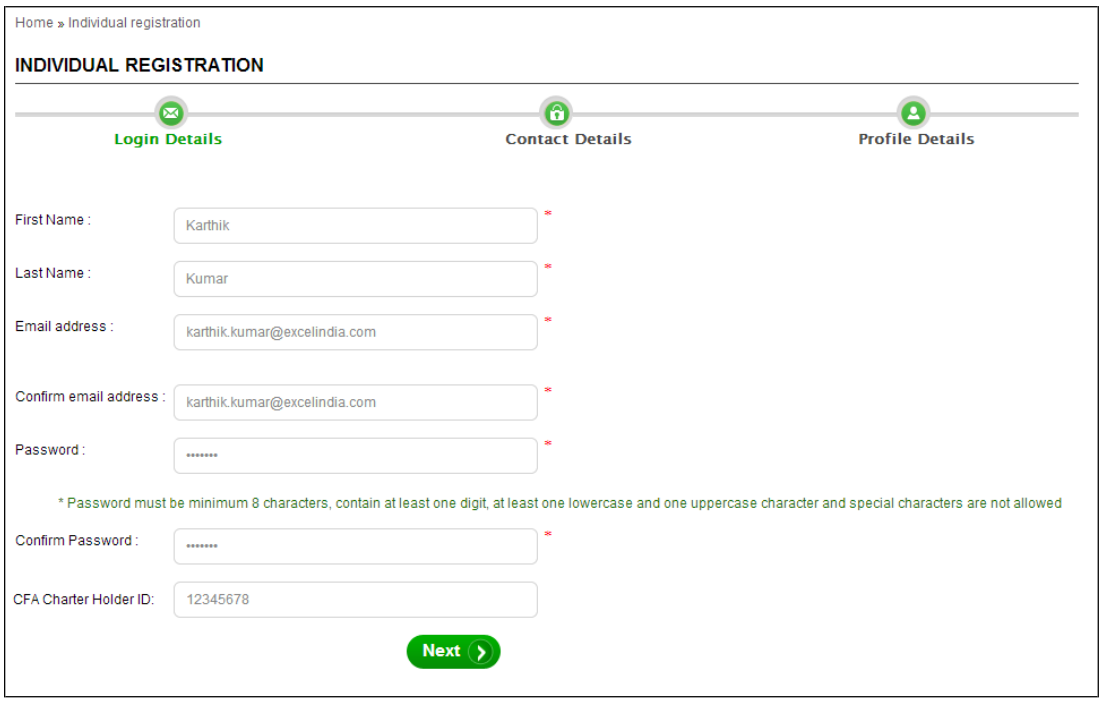


Figure 3: Individual Registration page (Login Details entry)

3 Click NEXT.

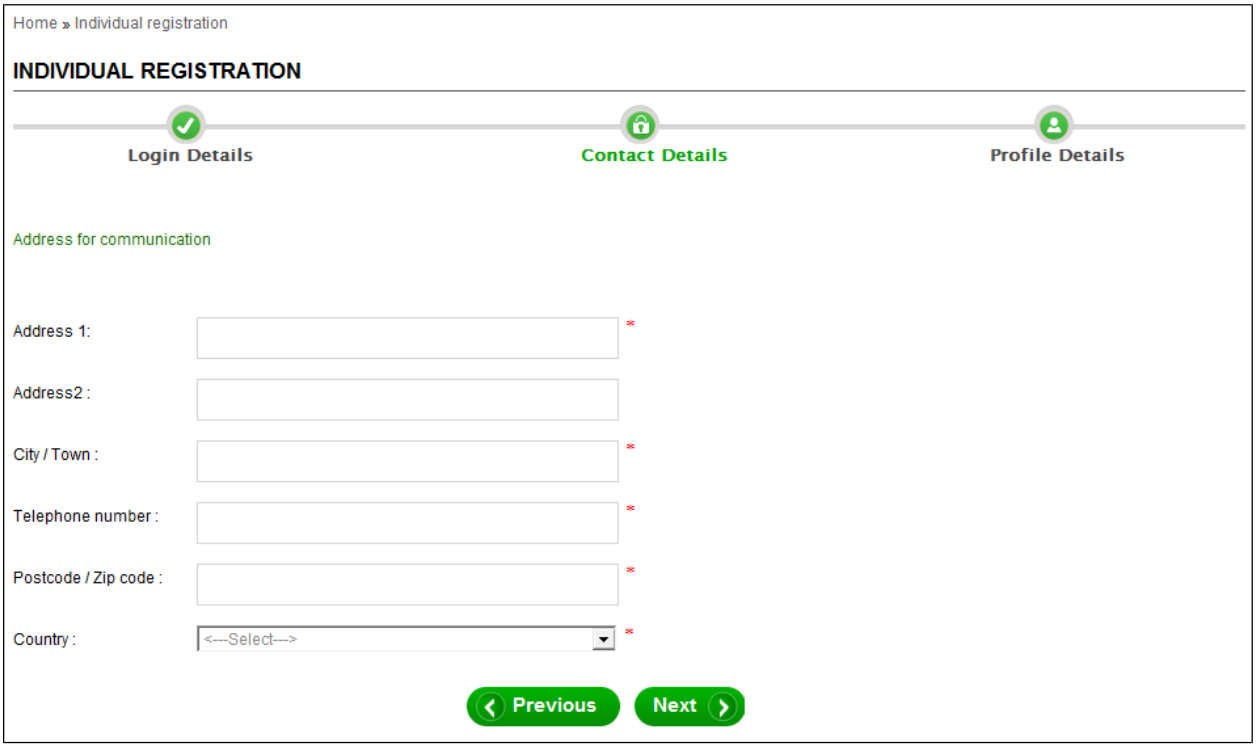


Figure 4: Individual Registration page (Contact Details)

Field	Description
Address 1	Enter your address for communication in this field.
Address 2	Enter your address for communication in this field.
City/Town	Enter your city/town in this field.
Telephone number	Enter your telephone number in this field.
Postcode/Zip code	Enter your area's postal code/zip code in this field.
Country	Select your country of origin from the drop-down list.
NOTE: Fields marked * are mandatory.	

4 Fill in the contact details as below:

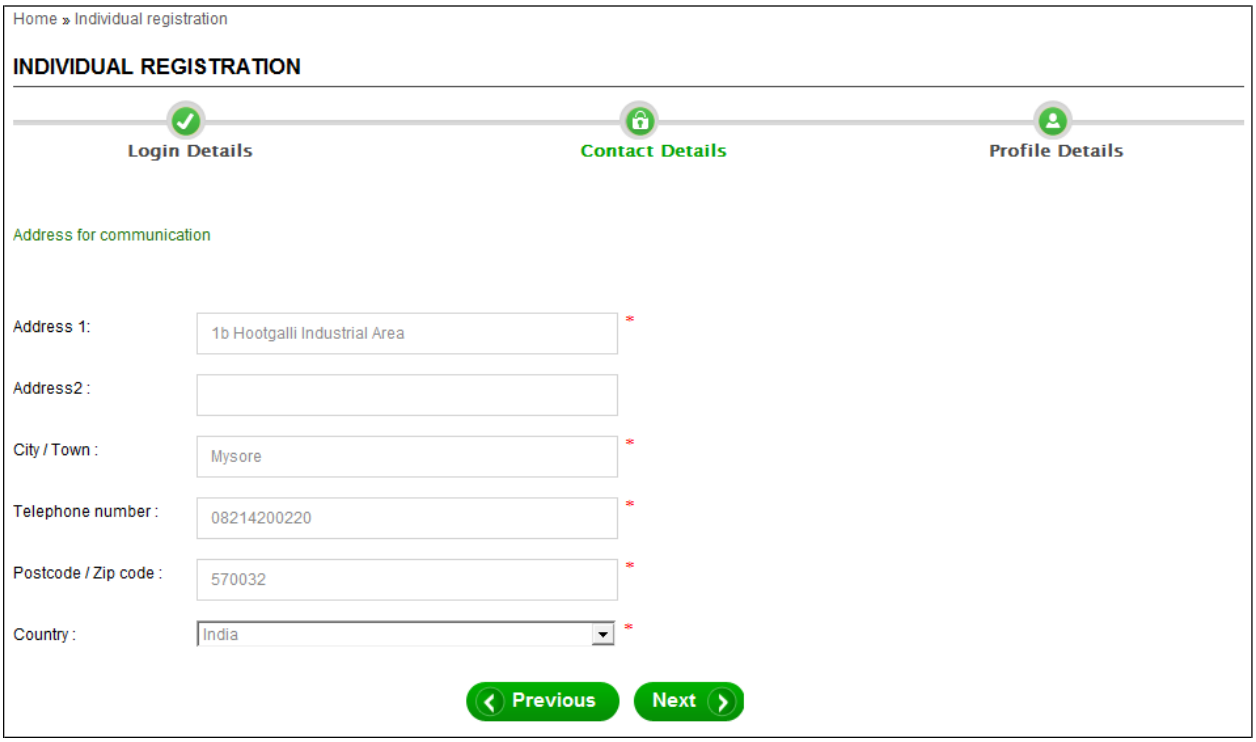


Figure 5: Individual Registration page (Contact Details entry)

5 Click NEXT.

NOTE: You can revisit the previous page, if required, by clicking PREVIOUS.

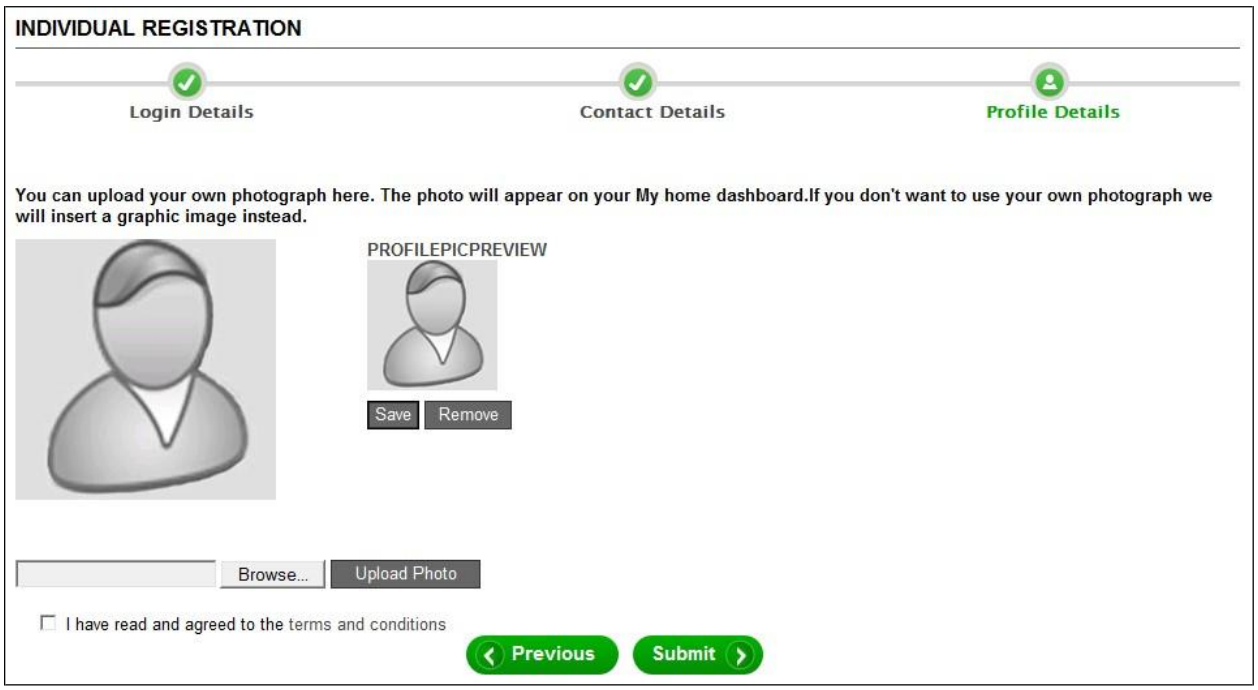

INDIVIDUAL REGISTRATION
Login Details
Contact Details
Profile Details
You can upload your own photograph here. The photo will appear on your My home dashboard.If you don't want to use your own photograph we will insert a graphic image instead.
PROFILEPICPREVIEW
Save
Remove
Browse...
Upload Photo
I have read and agreed to the terms and conditions
Previous
Submit

Figure 6: Individual Registration page (Profile Details)

6 Click BROWSE to select a photograph from your computer.

7 Click UPLOAD PHOTO. The uploaded photo will be displayed under PROFILEPICPREVIEW.

8 Click SAVE to save the photo or REMOVE to remove the uploaded photo.

9 Select "I have read and agreed to the terms and conditions."

NOTE: To view the terms and conditions, click **terms and conditions** link.

10 Click SUBMIT.

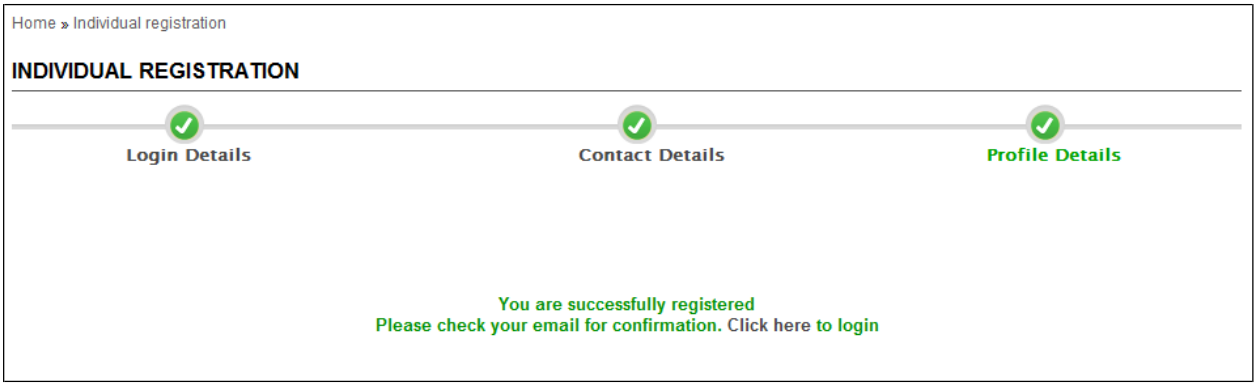
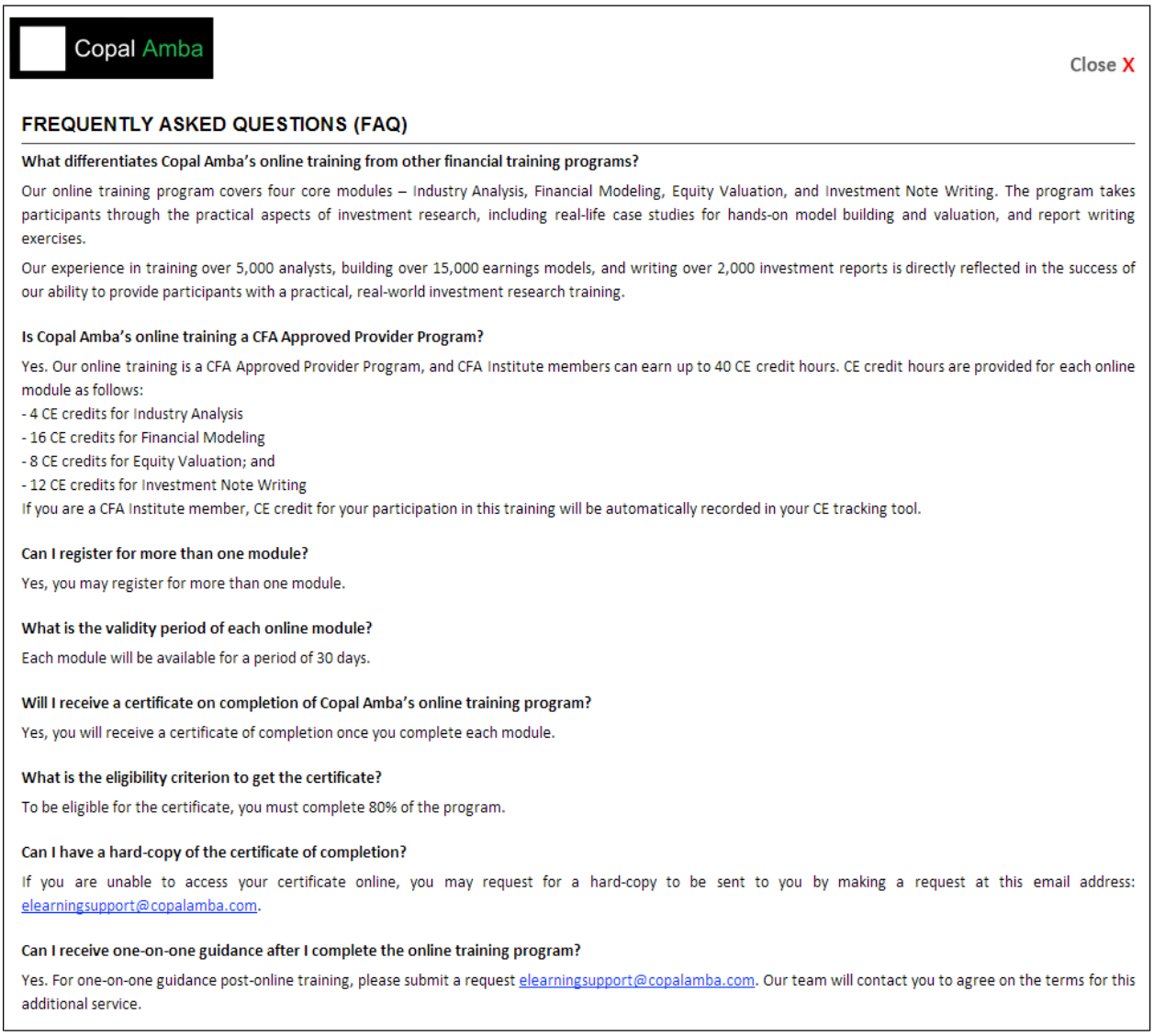


Figure 7: Individual Registration page (Successful registration)

Viewing Frequently Asked Questions

1 Click **FAQ**. The frequently asked questions page opens in a new window.



Copal Amba

Close X

FREQUENTLY ASKED QUESTIONS (FAQ)

What differentiates Copal Amba's online training from other financial training programs?

Our online training program covers four core modules – Industry Analysis, Financial Modeling, Equity Valuation, and Investment Note Writing. The program takes participants through the practical aspects of investment research, including real-life case studies for hands-on model building and valuation, and report writing exercises.

Our experience in training over 5,000 analysts, building over 15,000 earnings models, and writing over 2,000 investment reports is directly reflected in the success of our ability to provide participants with a practical, real-world investment research training.

Is Copal Amba's online training a CFA Approved Provider Program?

Yes. Our online training is a CFA Approved Provider Program, and CFA Institute members can earn up to 40 CE credit hours. CE credit hours are provided for each online module as follows:
- 4 CE credits for Industry Analysis
- 16 CE credits for Financial Modeling
- 8 CE credits for Equity Valuation; and
- 12 CE credits for Investment Note Writing

If you are a CFA Institute member, CE credit for your participation in this training will be automatically recorded in your CE tracking tool.

Can I register for more than one module?

Yes, you may register for more than one module.

What is the validity period of each online module?

Each module will be available for a period of 30 days.

Will I receive a certificate on completion of Copal Amba's online training program?

Yes, you will receive a certificate of completion once you complete each module.

What is the eligibility criterion to get the certificate?

To be eligible for the certificate, you must complete 80% of the program.

Can I have a hard-copy of the certificate of completion?

If you are unable to access your certificate online, you may request for a hard-copy to be sent to you by making a request at this email address: elearningsupport@copalamba.com.

Can I receive one-on-one guidance after I complete the online training program?

Yes. For one-on-one guidance post-online training, please submit a request elearningsupport@copalamba.com. Our team will contact you to agree on the terms for this additional service.

Figure 8: FAQ page

Launching Help

1 Click **Help** to launch the application help file.

Viewing Contact Details

1 Click **Contact us** to view the Copal Amba"s contact details.

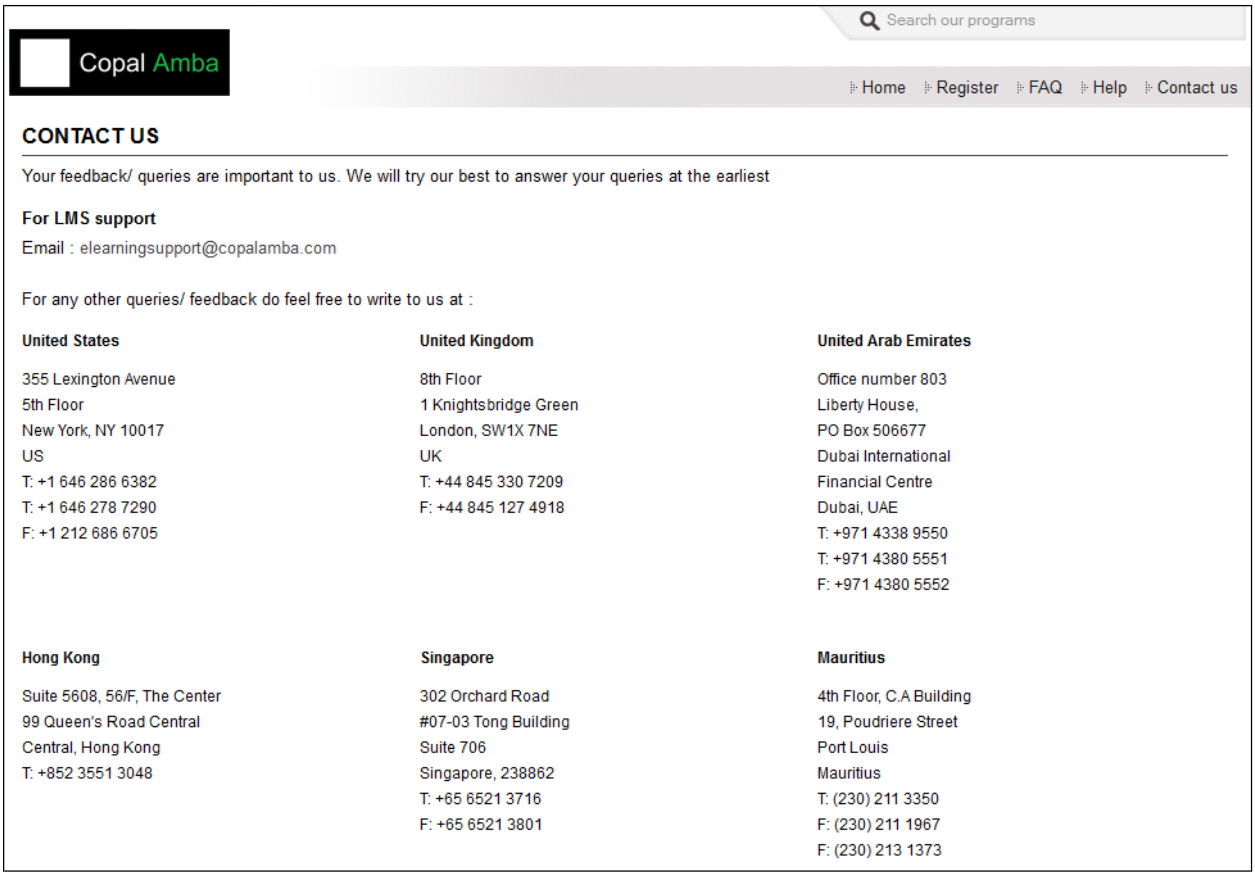


Figure 9: Contact Us page

Signing in to the application

1 Type the login credentials provided to you.

2 Click SIGN IN.

NOTE: An attempt to log in with an incorrect email id or password displays an appropriate error message in **red** font above the **E-mail** field.

Retrieving your forgotten password

1 In case you forgot your sign in password, click **Forgot your password?**

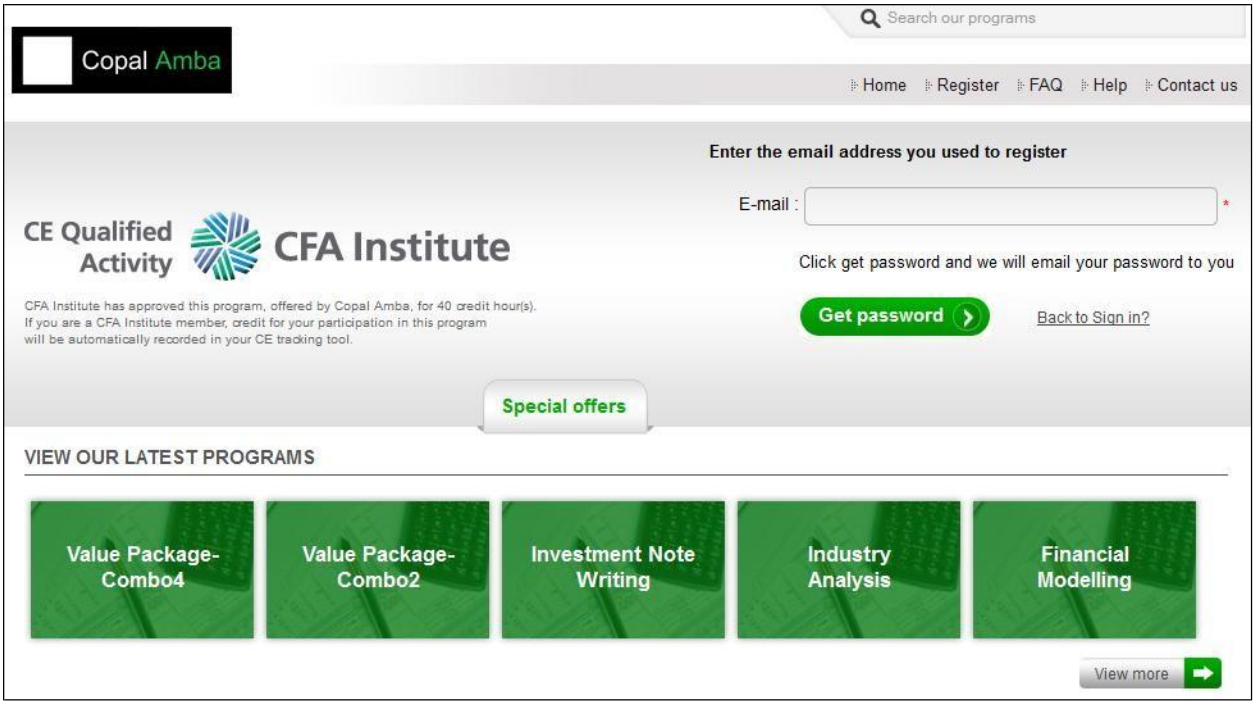

Copal Amba
Search our programs
Home
Register
FAQ
Help
Contact us
Enter the email address you used to register
E-mail :
Click get password and we will email your password to you
CE Qualified Activity
CFA Institute
CFA Institute has approved this program, offered by Copal Amba, for 40 credit hour(s). If you are a CFA Institute member, credit for your participation in this program will be automatically recorded in your CE tracking tool.
Get password
Back to Sign in?
Special offers
VIEW OUR LATEST PROGRAMS
Value Package-Combo4
Value Package-Combo2
Investment Note Writing
Industry Analysis
Financial Modelling
View more

Figure 10: Application start page (Forgot Password)

2 Enter your registered email address in the **E-mail** field.

3 Click GET PASSWORD. The password will be sent to your email address.

Viewing the available programs

NOTE: Listed under the **Special offers** section, by default, 5 recently added programs are displayed.

1 Click on any program to view its details.

Home » Browse our Programs » Program information
INVESTMENT NOTE WRITING
Description
Copal Amba's Investment Note Writing training module is a comprehensive, one-of-a-kind program aimed at sharpening the 'persuasive writing' skills of investment analysts and corporate executives through practical exercises. The Investment Note Writing module teaches you to apply Logic and Structure principles to effective and convincing writing, based on tenets from Barbara Minto's Pyramid Principle
Modules
Investment Note Writing
Price $ 150.00
Duration 30 (Day/s)
Sign in

Figure 11: Program details page

2 To view the entire list of programs, click VIEW MORE.

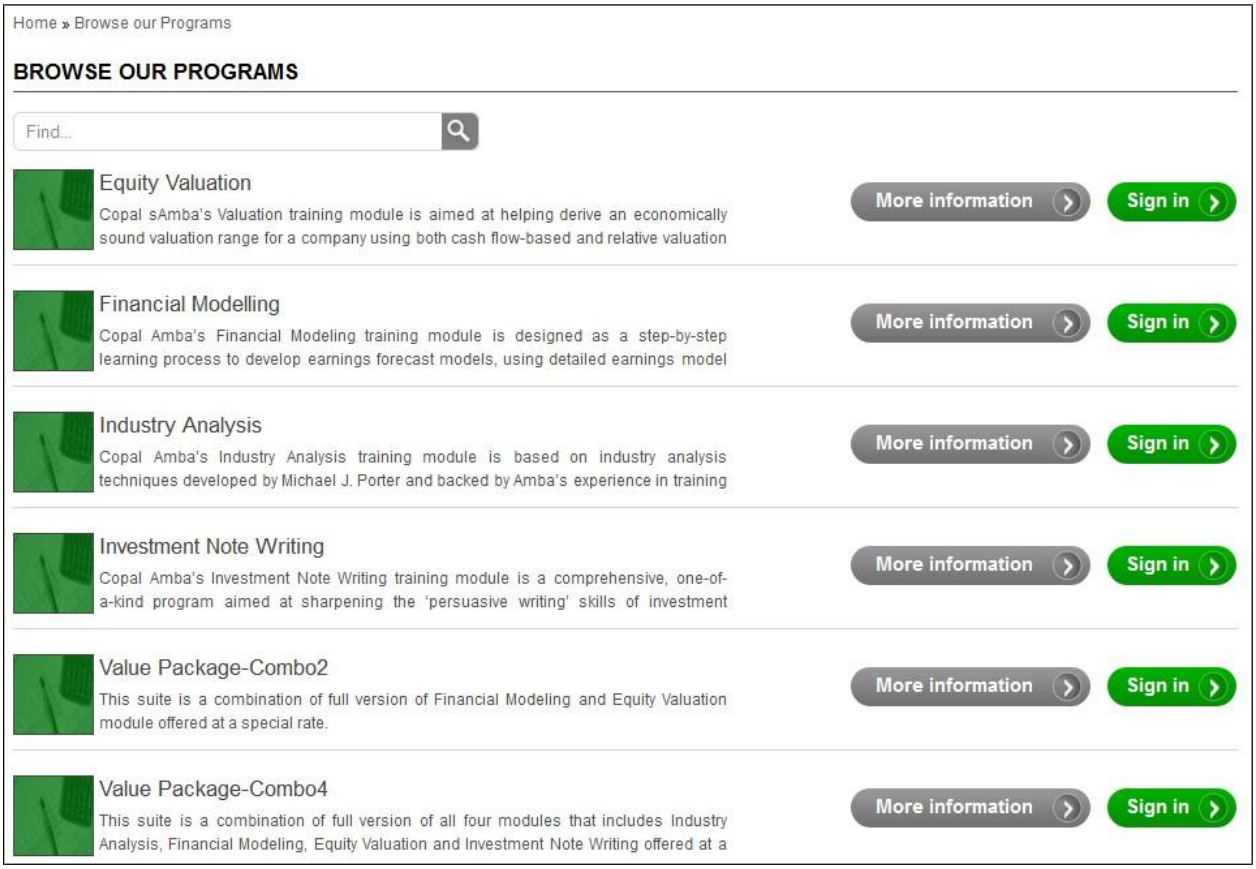

Home » Browse our Programs
BROWSE OUR PROGRAMS
Find...
Equity Valuation
Copal sAmba's Valuation training module is aimed at helping derive an economically sound valuation range for a company using both cash flow-based and relative valuation
More information
Sign in
Financial Modelling
Copal Amba's Financial Modeling training module is designed as a step-by-step learning process to develop earnings forecast models, using detailed earnings model
More information
Sign in
Industry Analysis
Copal Amba's Industry Analysis training module is based on industry analysis techniques developed by Michael J. Porter and backed by Amba's experience in training
More information
Sign in
Investment Note Writing
Copal Amba's Investment Note Writing training module is a comprehensive, one-of-a-kind program aimed at sharpening the 'persuasive writing' skills of investment
More information
Sign in
Value Package-Combo2
This suite is a combination of full version of Financial Modeling and Equity Valuation module offered at a special rate.
More information
Sign in
Value Package-Combo4
This suite is a combination of full version of all four modules that includes Industry Analysis, Financial Modeling, Equity Valuation and Investment Note Writing offered at a
More information
Sign in

Figure 12: Browse Programs page

NOTE: You can view more details about a program by clicking MORE INFORMATION. To sign in to the application, click SIGN IN. To find a specific program, use the search feature on the top.

Viewing the footer

The footer section displays the SARAS branding, link to view disclaimer, and copyright information, as below:

Understanding the interface

The application is designed for extreme ease-of-use. The GUI is simple and offers a seamless navigation experience. This section of the guide explains the screen layout, the menus and the general interface, as seen in the figure below.

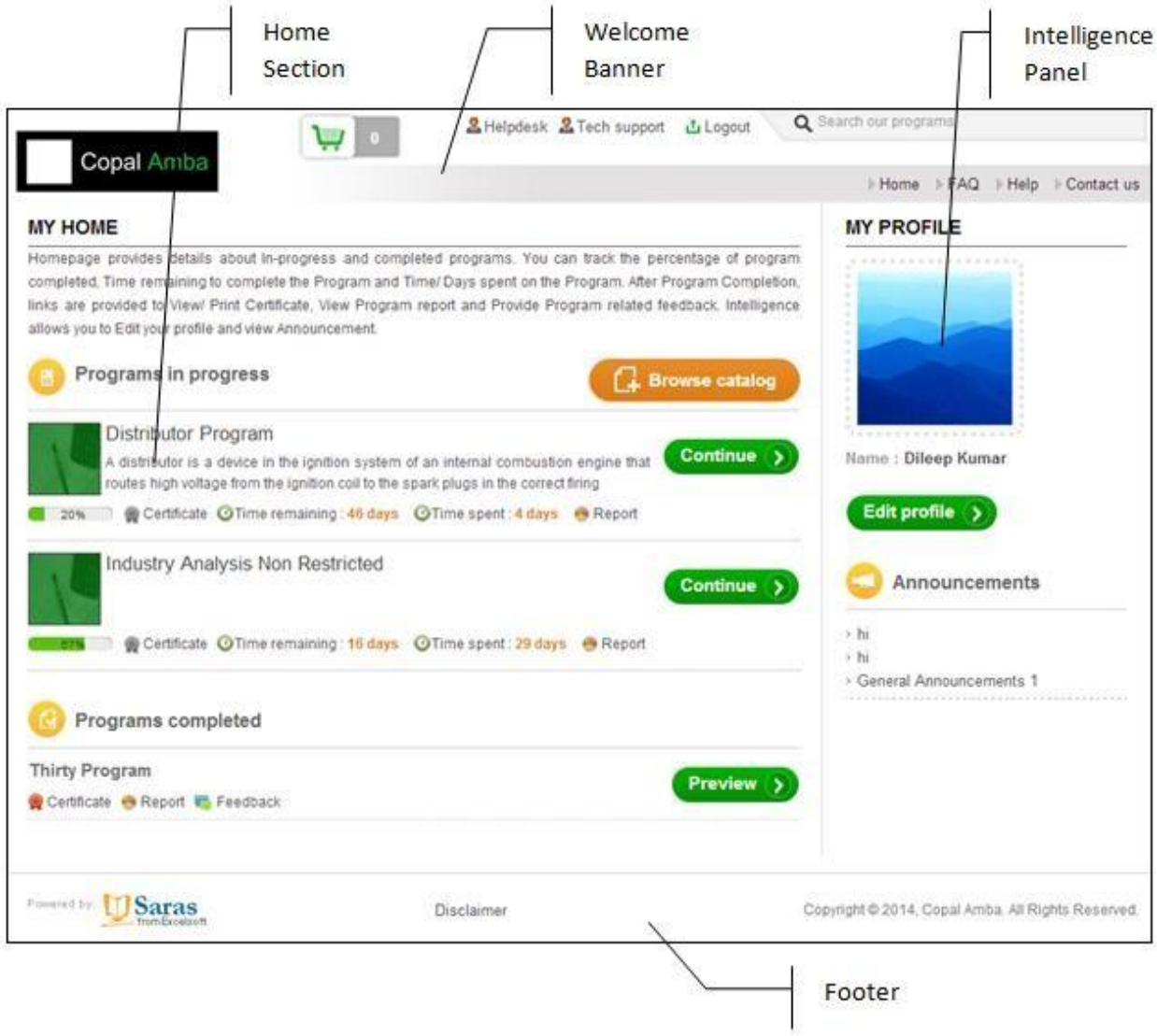


Figure 13: Application interface

Welcome Banner – This section on the top displays the application logo, links for technical support and logout, option to search programs, and links to **Home**, **FAQ**, **Help**, and **Contact us** sections.

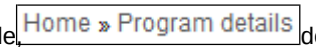
Home Section – This section contains a listing of programs – whether in progress or completed.

Intelligence Panel – This section on the right displays your profile information (uploaded photo and name). You can edit your profile and view related announcements in this section.

Links and Buttons on the screen - Links and Buttons help in carrying out a specific task. For example, clicking the **Tech support** link will open the technical support pop-up in the same window and clicking **Logout** will exit the application.

Commonly used across the application – These actions are commonly used across the application:

- **Navigation path** – This is the path navigated by you to your current location, located below the welcome banner.

For example, 

denotes that you are now on the **Program details** page. This trail, commonly referred to as the breadcrumb, allows you to keep track of your location within the Copal Amba LMS application.

- **Pagination** - If the entries on a screen exceed than one page, then by default, first page is displayed. You can navigate to a different page by clicking the corresponding page number at the bottom the screen.

Helpdesk

This section displays the helpdesk information, where you can view the ticket summary. The **Ticket Summary** page opens in a new window.

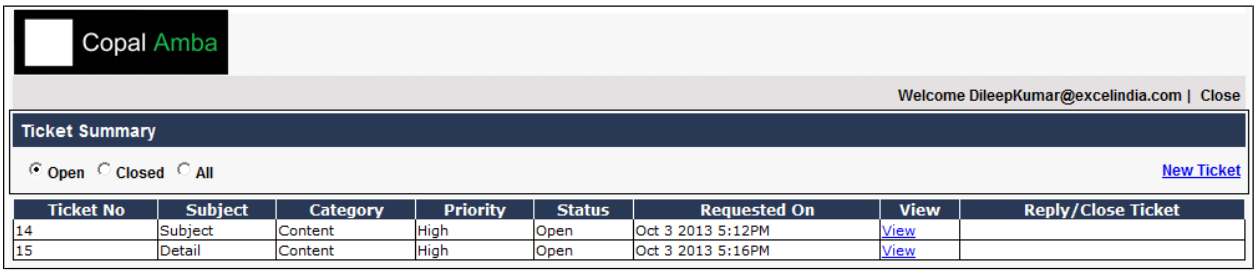

Copal Amba
Welcome DileepKumar@excelindia.com | Close
Ticket Summary
Open Closed All
New Ticket
Ticket No Subject Category Priority Status Requested On View Reply/Close Ticket
14 Subject Content High Open Oct 3 2013 5:12PM View
15 Detail Content High Open Oct 3 2013 5:16PM View

Figure 14: Ticket Summary screen

Creating a new ticket

1 Click **New Ticket** link.

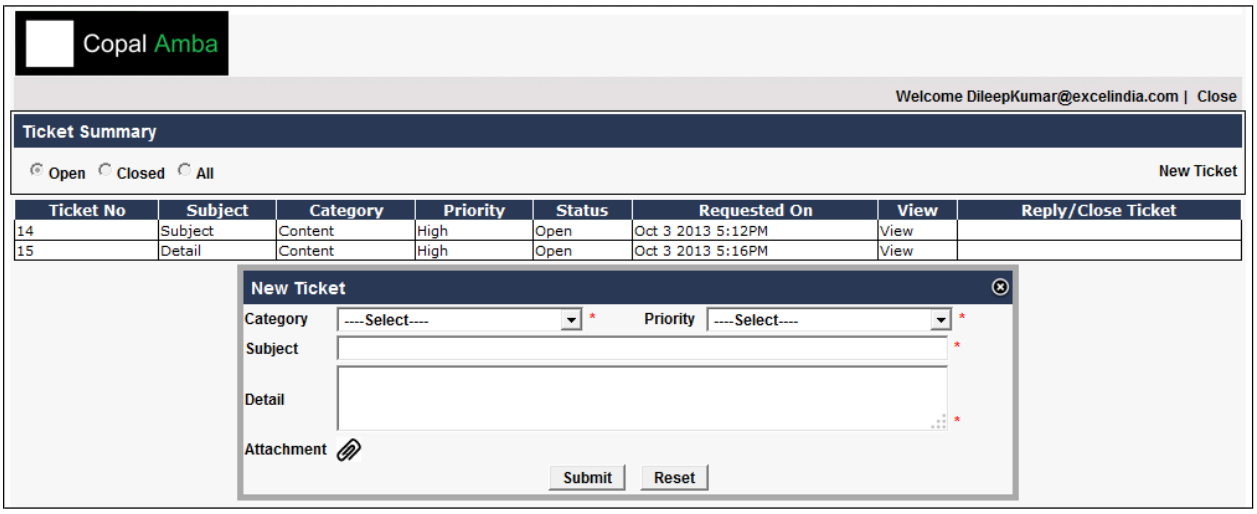


Figure 15: Creating a new ticket - 1

Field	Description
Category	Select a category from the drop-down list.
Priority	Select the priority from the drop-down list.
Subject	Type the subject of the ticket, usually the brief description of the problem, in this field.
Detail	Type the problem description in detail, in this field.
Attachment	Click to insert a file as an attachment.

2 Enter the relevant details.

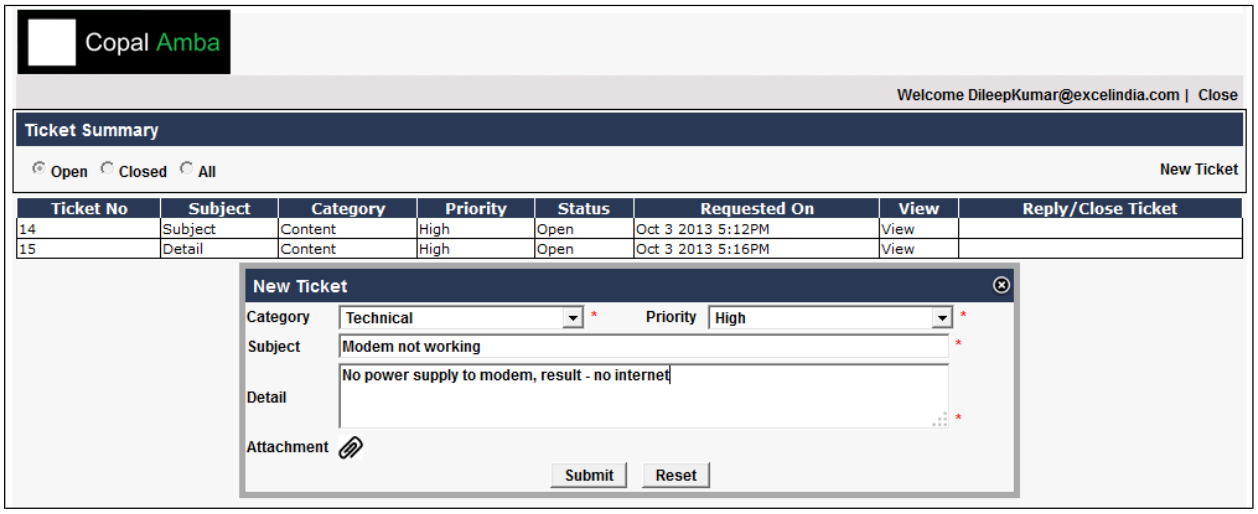

Copal Amba
Welcome DileepKumar@excelindia.com | Close
Ticket Summary
Open Closed All
New Ticket
Ticket No | Subject | Category | Priority | Status | Requested On | View | Reply/Close Ticket
14 | Subject | Content | High | Open | Oct 3 2013 5:12PM | View
15 | Detail | Content | High | Open | Oct 3 2013 5:16PM | View
New Ticket
Category Technical
Priority High
Subject Modem not working
Detail No power supply to modem, result - no internet
Attachment
Submit
Reset

Figure 16: Creating a new ticket - 2

3 Click SUBMIT.

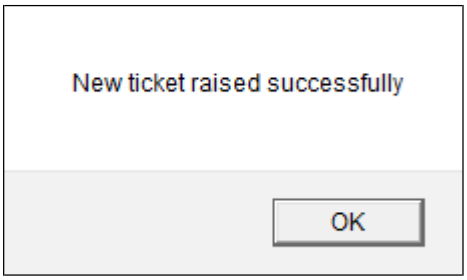


Figure 17: Success message – new ticket raised

4 To view the submitted ticket, click **View** link under **View** column.

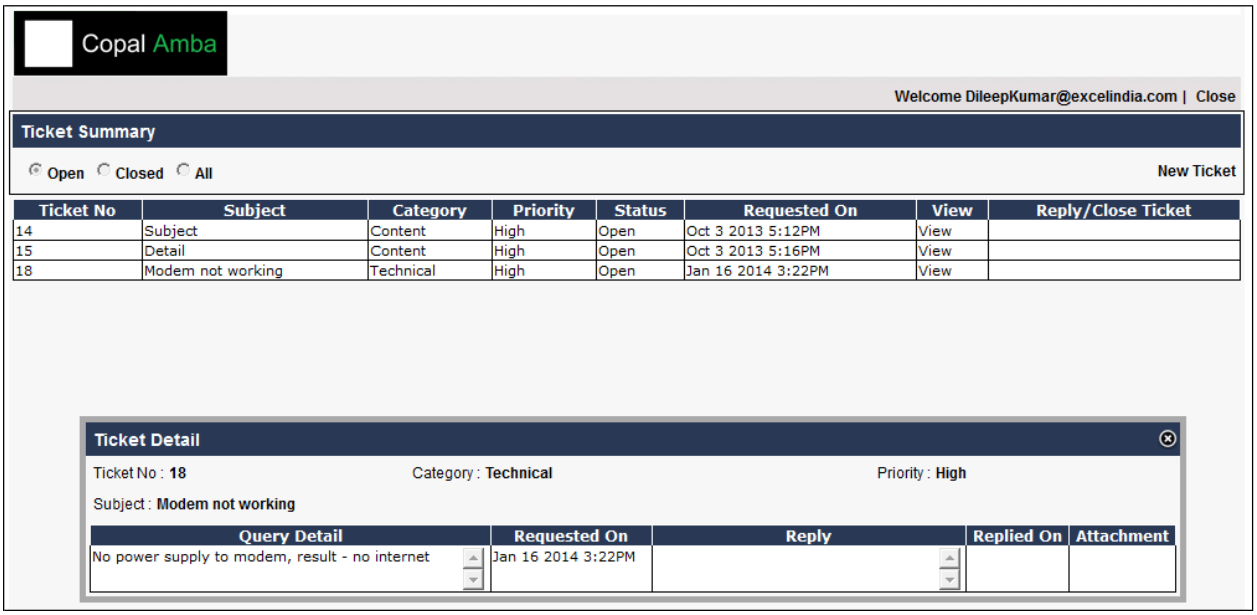

Copal Amba
Welcome DileepKumar@excelindia.com | Close
Ticket Summary
Open Closed All
New Ticket
Ticket No | Subject | Category | Priority | Status | Requested On | View | Reply/Close Ticket
14 | Subject | Content | High | Open | Oct 3 2013 5:12PM | View
15 | Detail | Content | High | Open | Oct 3 2013 5:16PM | View
18 | Modem not working | Technical | High | Open | Jan 16 2014 3:22PM | View
Ticket Detail
Ticket No : 18
Category : Technical
Priority : High
Subject : Modem not working
Query Detail | Requested On | Reply | Replied On | Attachment
No power supply to modem, result - no internet | Jan 16 2014 3:22PM

Figure 18: Viewing the submitted ticket

Technical support

This section displays the technical details of the application, like the URL, build number, user name, session id, operating system used, browser being used to browse the application, server name that is being accessed, and the current timestamp.

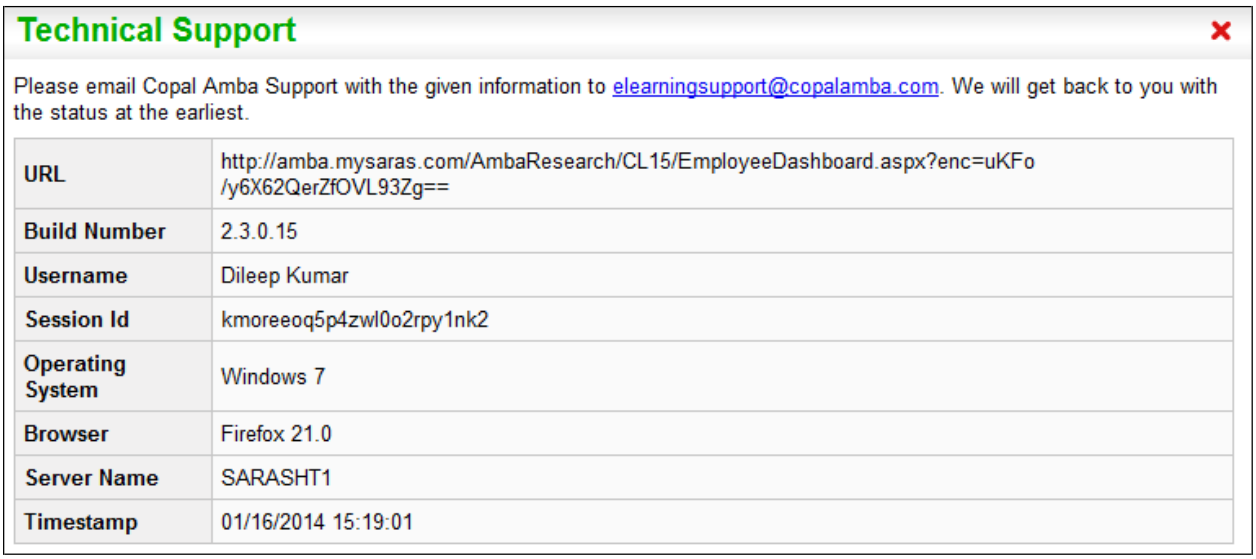


Figure 19: Technical support

Exiting the application

The application has to be exited properly by logging out. To log out of the application at any point of time, you can click **Logout** (Logout **)**.

NOTE: If you do not use the application for a fixed time, then the current session expires and **Login** page is displayed.

Chapter 3 – Using Home Section

In the chapter, you will learn about:

- Viewing programs in progress
- View completed programs
- Browsing Catalog
- Starting a program
- Continuing an existing program
- Viewing the program progress
- Viewing the program certificate
- Viewing the time remaining to complete the program
- Viewing the time spent on the program so far
- Viewing the program report

Viewing programs in progress

This section allows you to view all programs that are in „in progress" state. For each program, you can track the percentage of completion, view certificate, view time remaining for completion, view time already spent on the program, and view program report.

1 Login using the credentials provided to you.

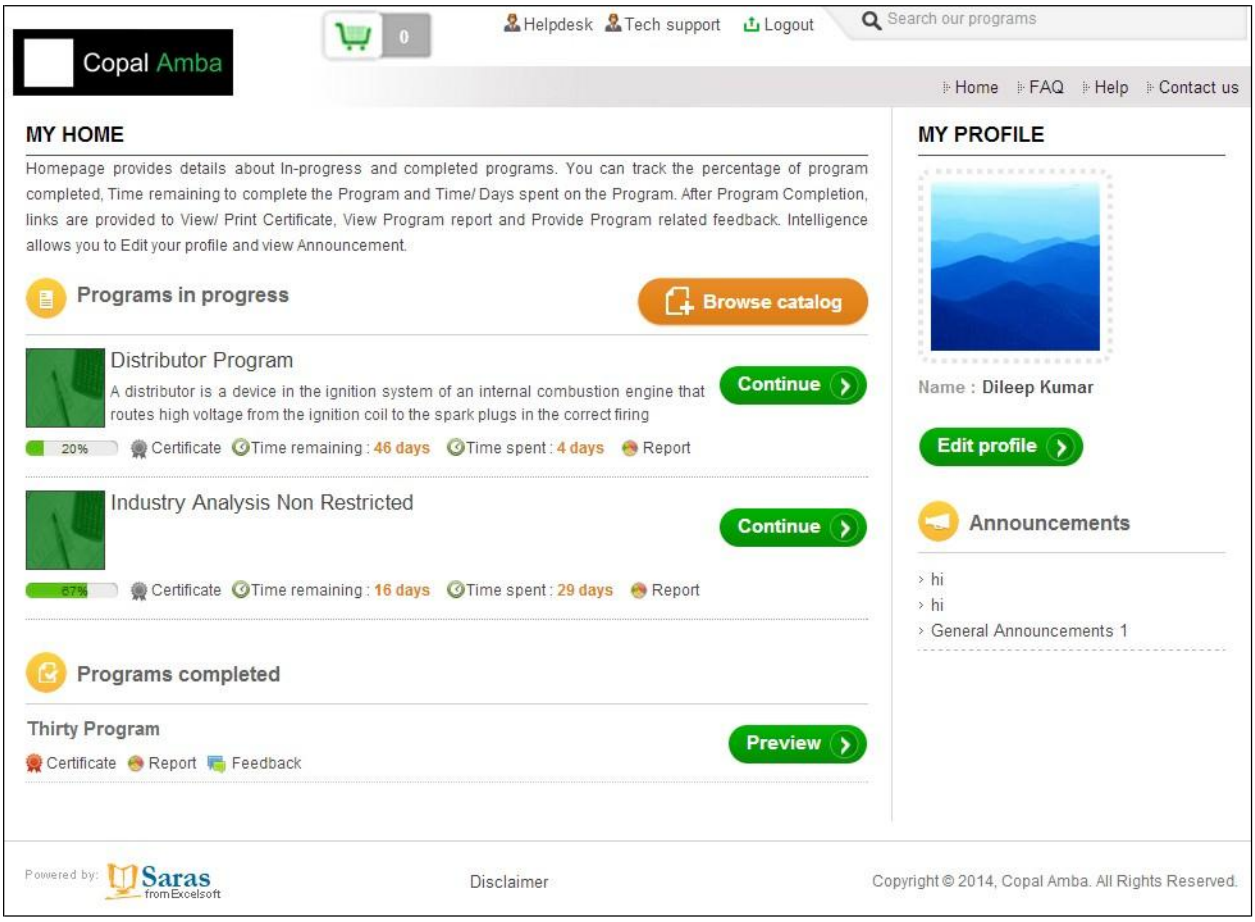
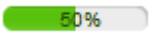

Copal Amba
0
Helpdesk
Tech support
Logout
Search our programs
Home
FAQ
Help
Contact us
MY HOME
Homepage provides details about In-progress and completed programs. You can track the percentage of program completed, Time remaining to complete the Program and Time/ Days spent on the Program. After Program Completion, links are provided to View/ Print Certificate, View Program report and Provide Program related feedback. Intelligence allows you to Edit your profile and view Announcement.
Programs in progress
Browse catalog
Distributor Program
A distributor is a device in the ignition system of an internal combustion engine that routes high voltage from the ignition coil to the spark plugs in the correct firing
Continue
20%
Certificate
Time remaining : 46 days
Time spent : 4 days
Report
Industry Analysis Non Restricted
Continue
67%
Certificate
Time remaining : 16 days
Time spent : 29 days
Report
Programs completed
Thirty Program
Preview
Certificate
Report
Feedback
MY PROFILE
Name : Dileep Kumar
Edit profile
Announcements
hi
hi
General Announcements 1
Powered by: Saras from Excelsoft
Disclaimer
Copyright © 2014, Copal Amba. All Rights Reserved.

Figure 20: Home page

The programs that are in progress are displayed under the **Programs in progress** section. The programs that are completed are displayed under the **Programs completed** section. For each program, you can do the following activities:

Viewing the program progress

You can view the progress of the program as indicated in percentage on the progress bar (

).

Viewing the course certificate

You can view the course certificate by clicking the **Certificate** link.

Figure 21: Course Certificate

NOTE: The **Certificate** link is enabled only when the course is 80% completed. You can print the certificate by clicking **Print**.

Viewing the time remaining to complete the program

You can view the time left for the program to be completed, as indicated by **Time remaining** (Time remaining : 50 days).

Viewing the time spent on the program so far

You can view the time spent on the program, as indicated by **Time spent** Time spent : 4 days).

Viewing Course Reports

You can view the report related to a course by clicking **Report** link.

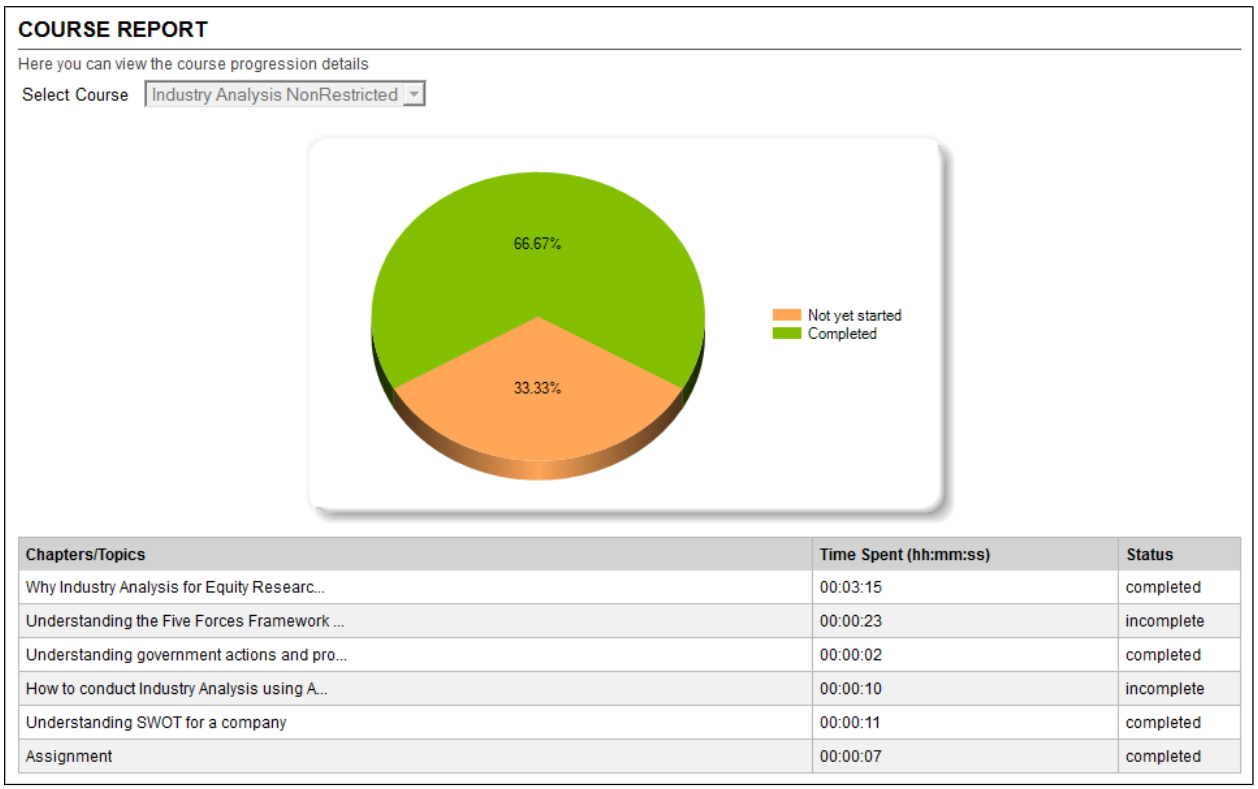


Figure 22: Program Report

Field	Description
Chapters/Topics	This column displays the topic name/course name in the program.
Time Spent	This column displays the time spent on the course (in **hh:mm:ss** format).
Status	This column displays the status of the course.

NOTE: The **Report** link is enabled only when the program is started.

Starting or continuing a program

You can start a program and browse its courses. Alternatively, you can also continue a program that is already browsed.

1. Login using the credentials provided to you.

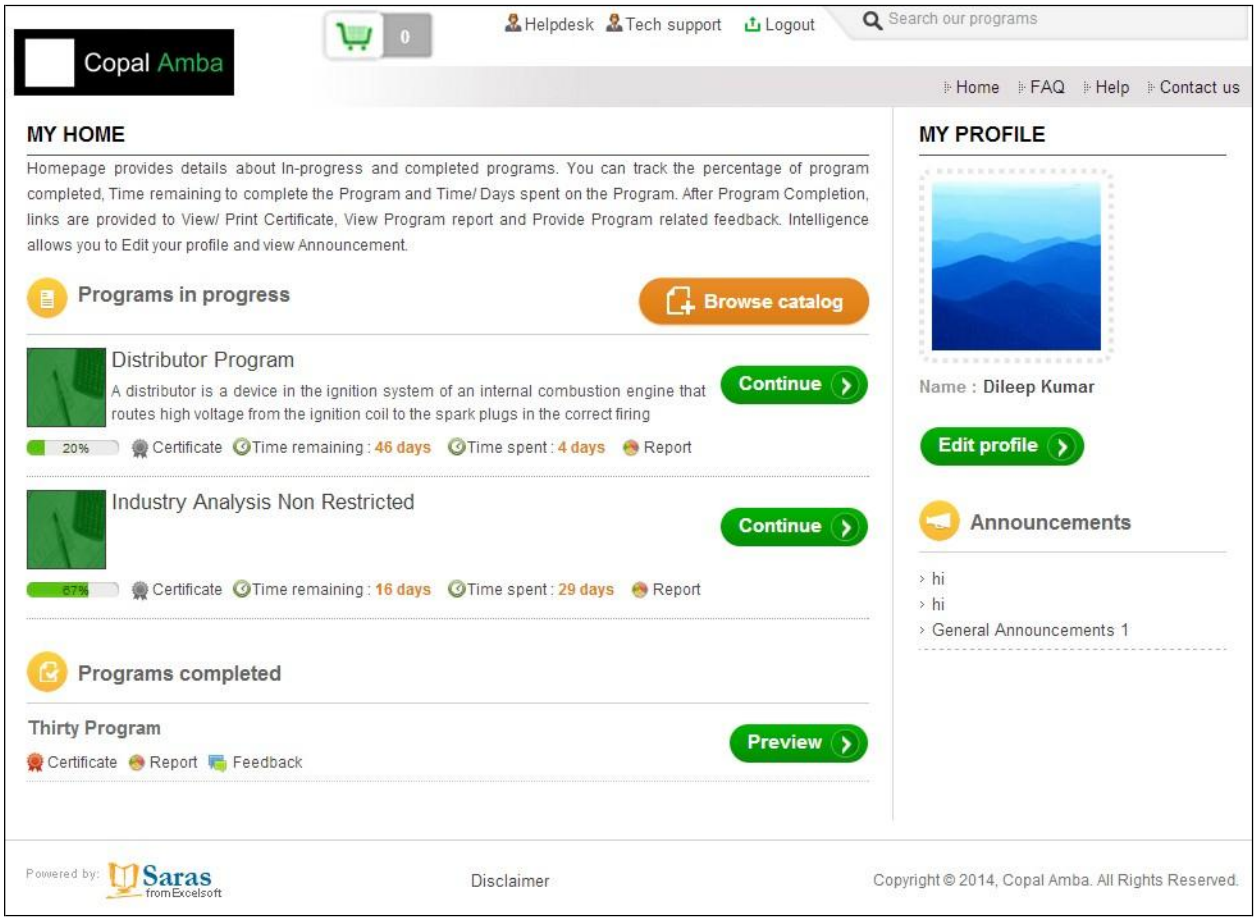

Copal Amba
0
Helpdesk
Tech support
Logout
Search our programs
Home
FAQ
Help
Contact us
MY HOME
Homepage provides details about In-progress and completed programs. You can track the percentage of program completed, Time remaining to complete the Program and Time/ Days spent on the Program. After Program Completion, links are provided to View/ Print Certificate, View Program report and Provide Program related feedback. Intelligence allows you to Edit your profile and view Announcement.
Programs in progress
Browse catalog
Distributor Program
A distributor is a device in the ignition system of an internal combustion engine that routes high voltage from the ignition coil to the spark plugs in the correct firing
Continue
20%
Certificate
Time remaining : 46 days
Time spent : 4 days
Report
Industry Analysis Non Restricted
Continue
67%
Certificate
Time remaining : 16 days
Time spent : 29 days
Report
Programs completed
Thirty Program
Preview
Certificate
Report
Feedback
MY PROFILE
Name : Dileep Kumar
Edit profile
Announcements
hi
hi
General Announcements 1
Powered by: Saras from Excelsoft
Disclaimer
Copyright © 2014, Copal Amba. All Rights Reserved.

Figure 23: Home page

2 Under **Programs in progress** section, click START or CONTINUE.

NOTE: If you have already started the program, CONTINUE button is displayed.

Figure 24: Program details page (new program)

3 Click **Play** to open the course in a course player, in a new window.

Figure 25: Course displayed in course player (new program)

4 Select a course from the left pane and click **Start** to start browsing the course.

Viewing completed programs

This section allows you to view all programs that are in „completed" state. For each program, you can view certificate, view program report, and provide feedback.

1 Login using the credentials provided to you.

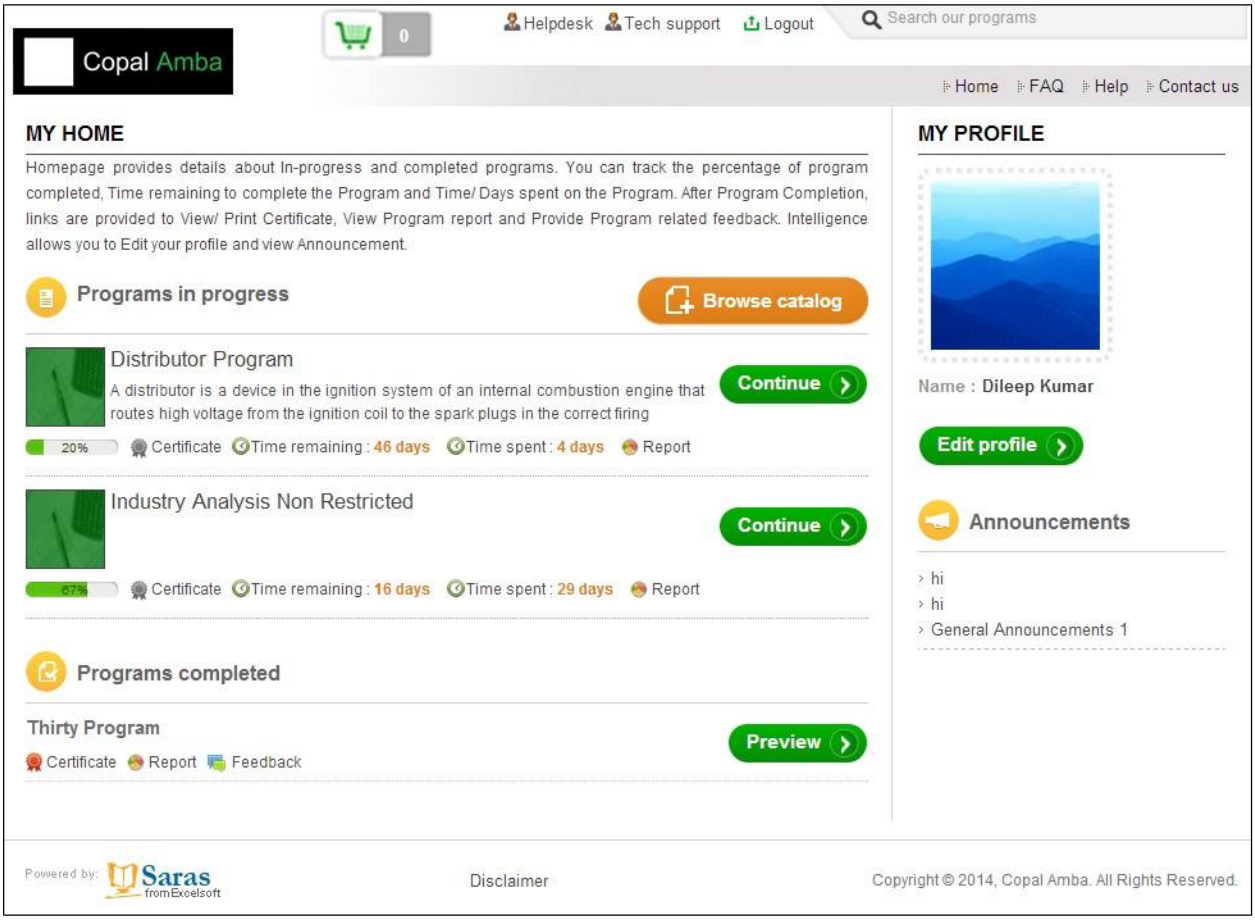

Copal Amba
0
Helpdesk
Tech support
Logout
Search our programs
Home
FAQ
Help
Contact us
MY HOME
Homepage provides details about In-progress and completed programs. You can track the percentage of program completed, Time remaining to complete the Program and Time/ Days spent on the Program. After Program Completion, links are provided to View/ Print Certificate, View Program report and Provide Program related feedback. Intelligence allows you to Edit your profile and view Announcement.
Programs in progress
Browse catalog
Distributor Program
A distributor is a device in the ignition system of an internal combustion engine that routes high voltage from the ignition coil to the spark plugs in the correct firing
Continue
20%
Certificate
Time remaining : 46 days
Time spent : 4 days
Report
Industry Analysis Non Restricted
Continue
67%
Certificate
Time remaining : 16 days
Time spent : 29 days
Report
Programs completed
Thirty Program
Certificate
Report
Feedback
Preview
MY PROFILE
Name : Dileep Kumar
Edit profile
Announcements
hi
hi
General Announcements 1
Powered by: Saras fromExcelsoft
Disclaimer
Copyright © 2014, Copal Amba. All Rights Reserved.

Figure 26: Home page

The programs that are completed are displayed under **Programs completed** section. For each program, you can do the following activities:

Viewing the program certificate

You can view the program certificate by clicking the **Certificate** link.

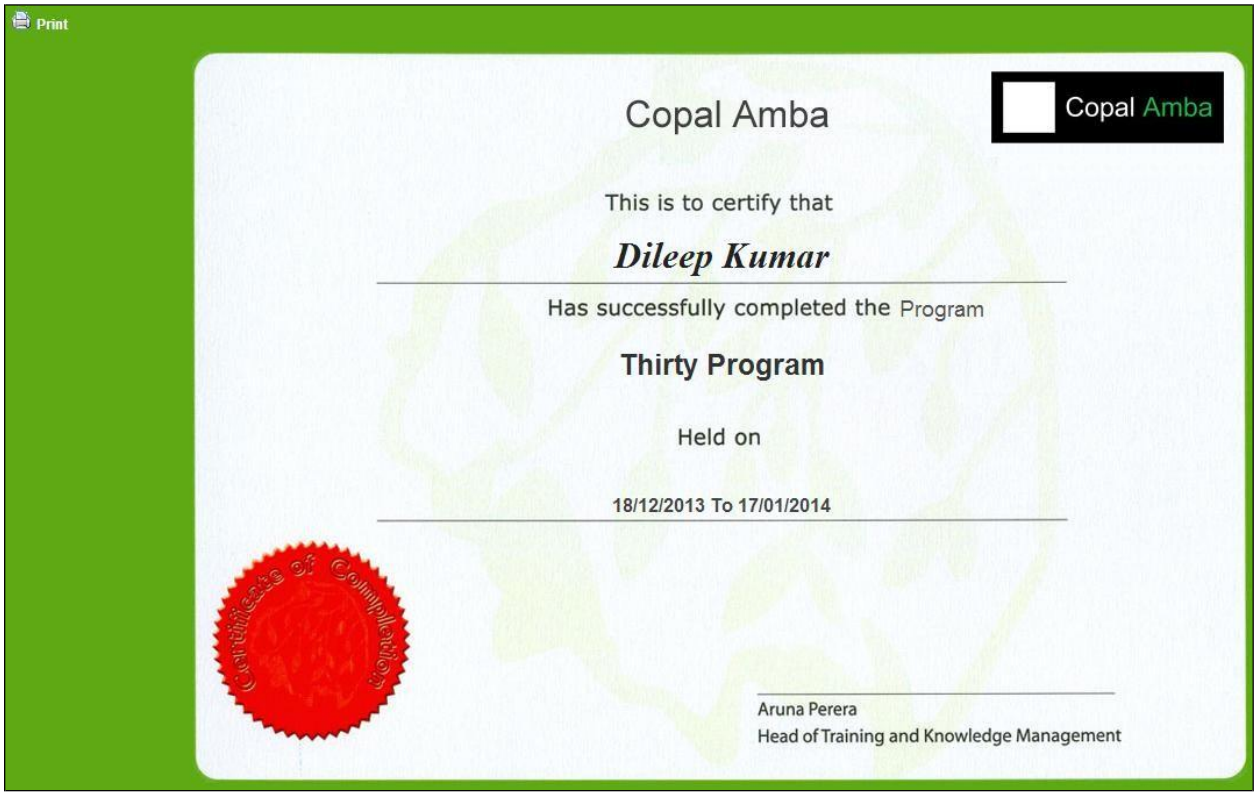


Figure 27: Program Certificate

NOTE: The **Certificate** link is enabled only when each of the individual courses in the program is 80% completed. If there are any assessments, then it has to be fully completed. You can print the certificate by clicking **Print**.

Viewing Program Reports

You can view the report related to a program by clicking **Report** link.

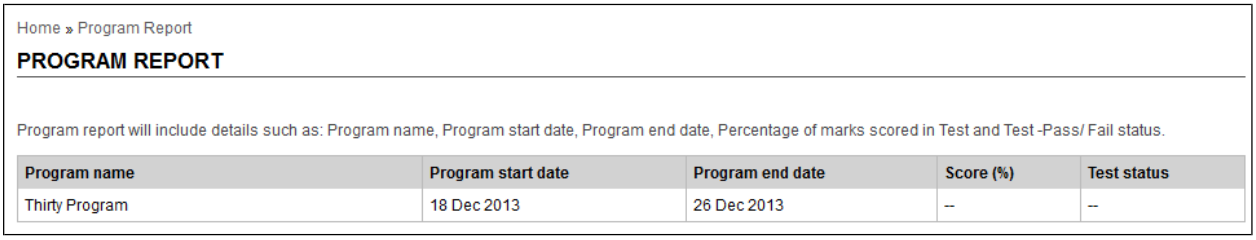

Home » Program Report
PROGRAM REPORT
Program report will include details such as: Program name, Program start date, Program end date, Percentage of marks scored in Test and Test -Pass/ Fail status.
Program name
Program start date
Program end date
Score (%)
Test status
Thirty Program
18 Dec 2013
26 Dec 2013
--
--

Figure 28: Program Report

Field	Description
Program name	This column displays the name of the program.
Program start date	This column displays the date when the program was first started.
Program end date	This column displays the date when the program was completed.
Score (%)	This column displays the score clocked in the program, in percentage terms.
Test status	

Providing Feedback

You can provide feedback for the program by clicking **Feedback** link. You can enter the feedback in the feedback template.

NOTE: You can provide feedback only for completed programs.

Browsing the catalog

This section allows you to view all programs that are available.

1 Login using the credentials provided to you.

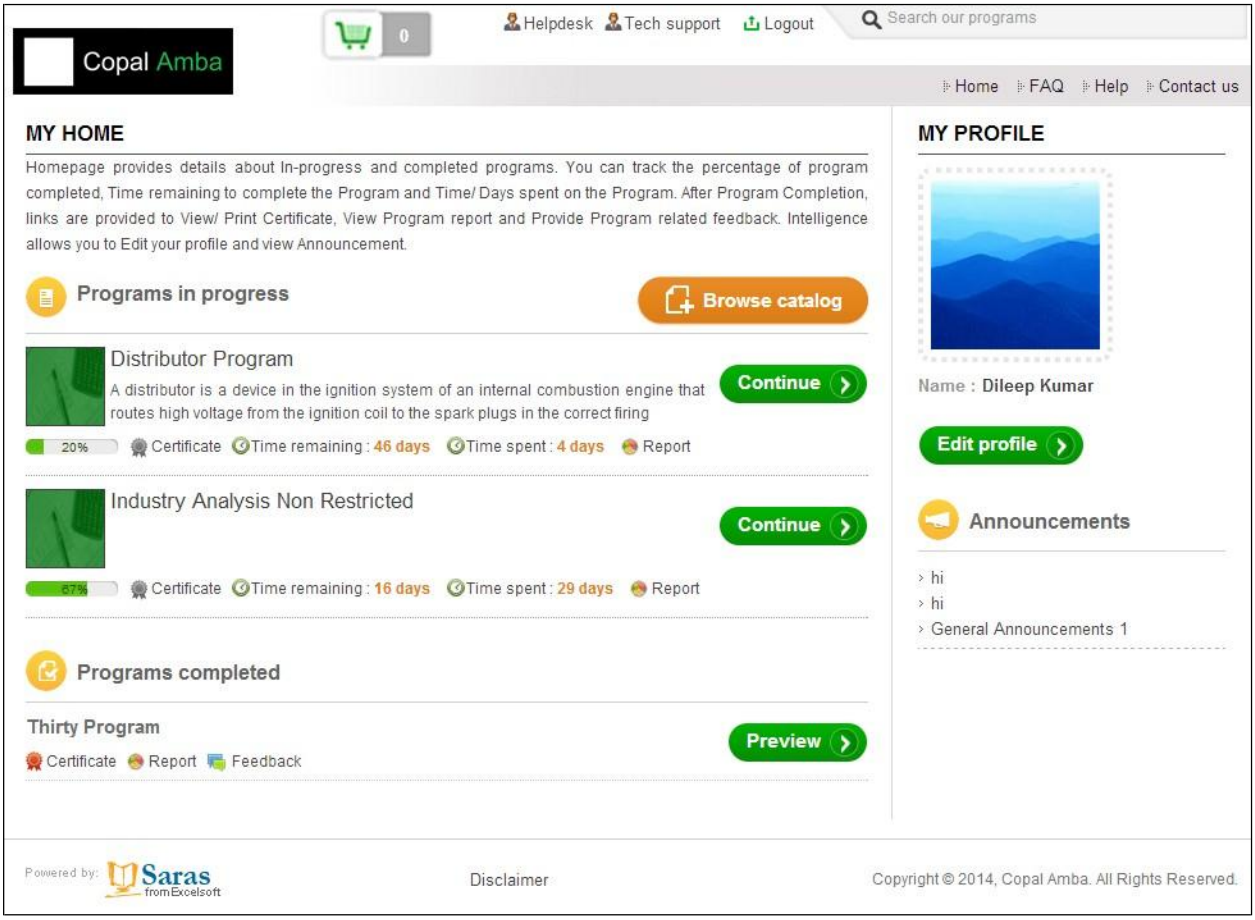


Figure 29: Home page

2 Click BROWSE CATALOG.

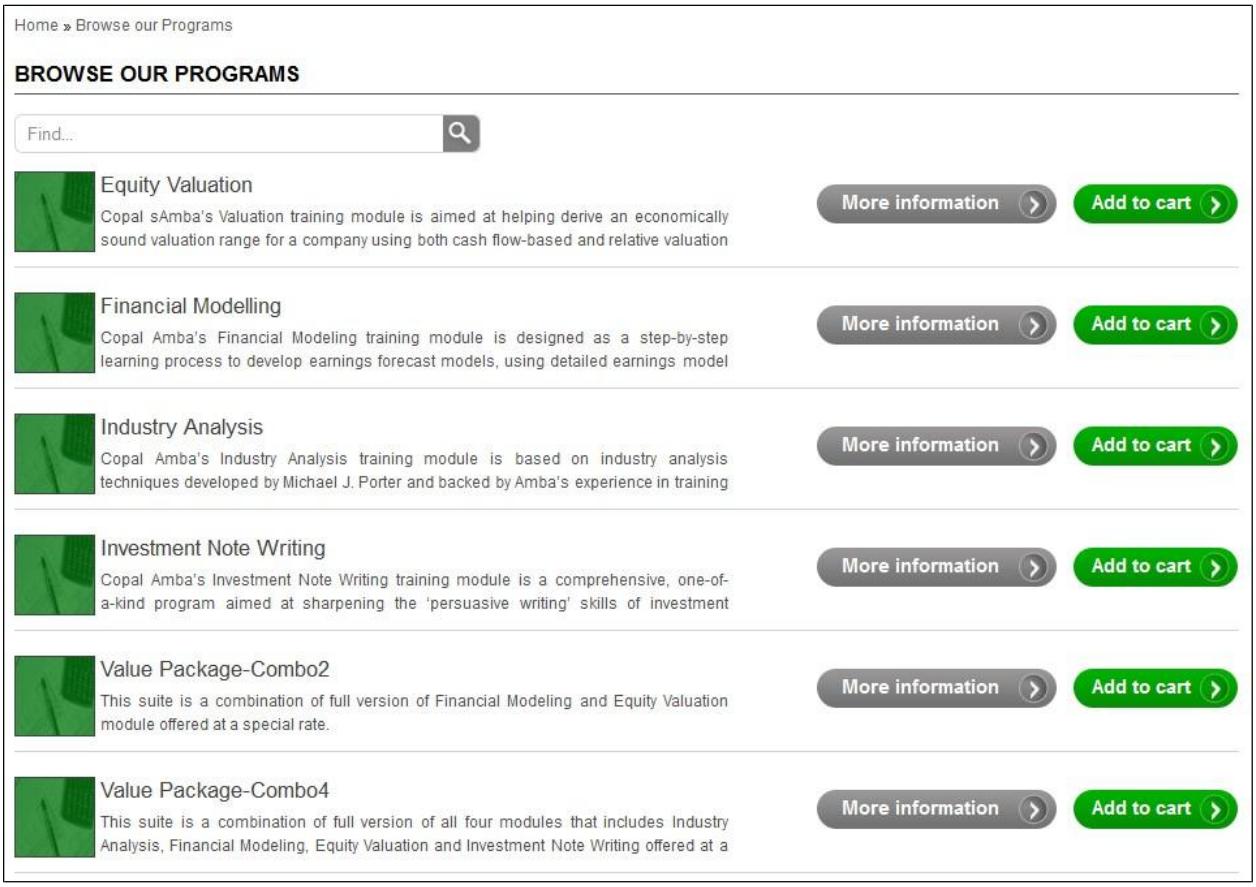

Home » Browse our Programs
BROWSE OUR PROGRAMS
Find...
Equity Valuation
Copal sAmba's Valuation training module is aimed at helping derive an economically sound valuation range for a company using both cash flow-based and relative valuation
More information
Add to cart
Financial Modelling
Copal Amba's Financial Modeling training module is designed as a step-by-step learning process to develop earnings forecast models, using detailed earnings model
More information
Add to cart
Industry Analysis
Copal Amba's Industry Analysis training module is based on industry analysis techniques developed by Michael J. Porter and backed by Amba's experience in training
More information
Add to cart
Investment Note Writing
Copal Amba's Investment Note Writing training module is a comprehensive, one-of-a-kind program aimed at sharpening the 'persuasive writing' skills of investment
More information
Add to cart
Value Package-Combo2
This suite is a combination of full version of Financial Modeling and Equity Valuation module offered at a special rate.
More information
Add to cart
Value Package-Combo4
This suite is a combination of full version of all four modules that includes Industry Analysis, Financial Modeling, Equity Valuation and Investment Note Writing offered at a
More information
Add to cart

Figure 30: Browse Catalog

NOTE: To search for a specific program in the list of available programs, type a program name in the **Find** textbox and click .

Viewing detailed information

1 To view more information about the program, click MORE INFORMATION.

Home » Browse our Programs » Program information
INVESTMENT NOTE WRITING
Description
Copal Amba's Investment Note Writing training module is a comprehensive, one-of-a-kind program aimed at sharpening the 'persuasive writing' skills of investment analysts and corporate executives through practical exercises. The Investment Note Writing module teaches you to apply Logic and Structure principles to effective and convincing writing, based on tenets from Barbara Minto's Pyramid Principle
Modules
Investment Note Writing
Price $ 150.00
Duration 30 (Day/s)
Add to cart

Figure 31: More information about the program

Adding to cart

1 To add programs to your shopping cart, click ADD TO CART.

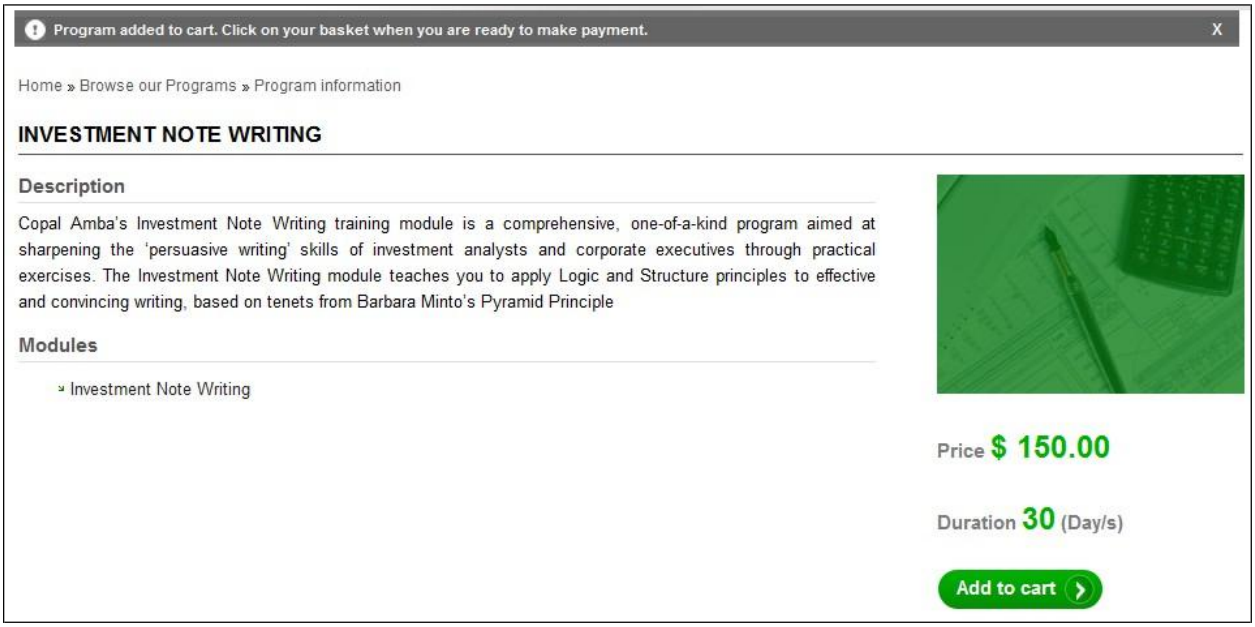
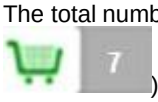

Program added to cart. Click on your basket when you are ready to make payment.
X
Home » Browse our Programs » Program information
INVESTMENT NOTE WRITING
Description
Copal Amba's Investment Note Writing training module is a comprehensive, one-of-a-kind program aimed at sharpening the 'persuasive writing' skills of investment analysts and corporate executives through practical exercises. The Investment Note Writing module teaches you to apply Logic and Structure principles to effective and convincing writing, based on tenets from Barbara Minto's Pyramid Principle
Modules
Investment Note Writing
Price $ 150.00
Duration 30 (Day/s)
Add to cart

Figure 32: Status message – item added to cart

The total number of items that are added to the cart is displayed on the top, next to the shopping basket icon (

).

2 Click on the number link.

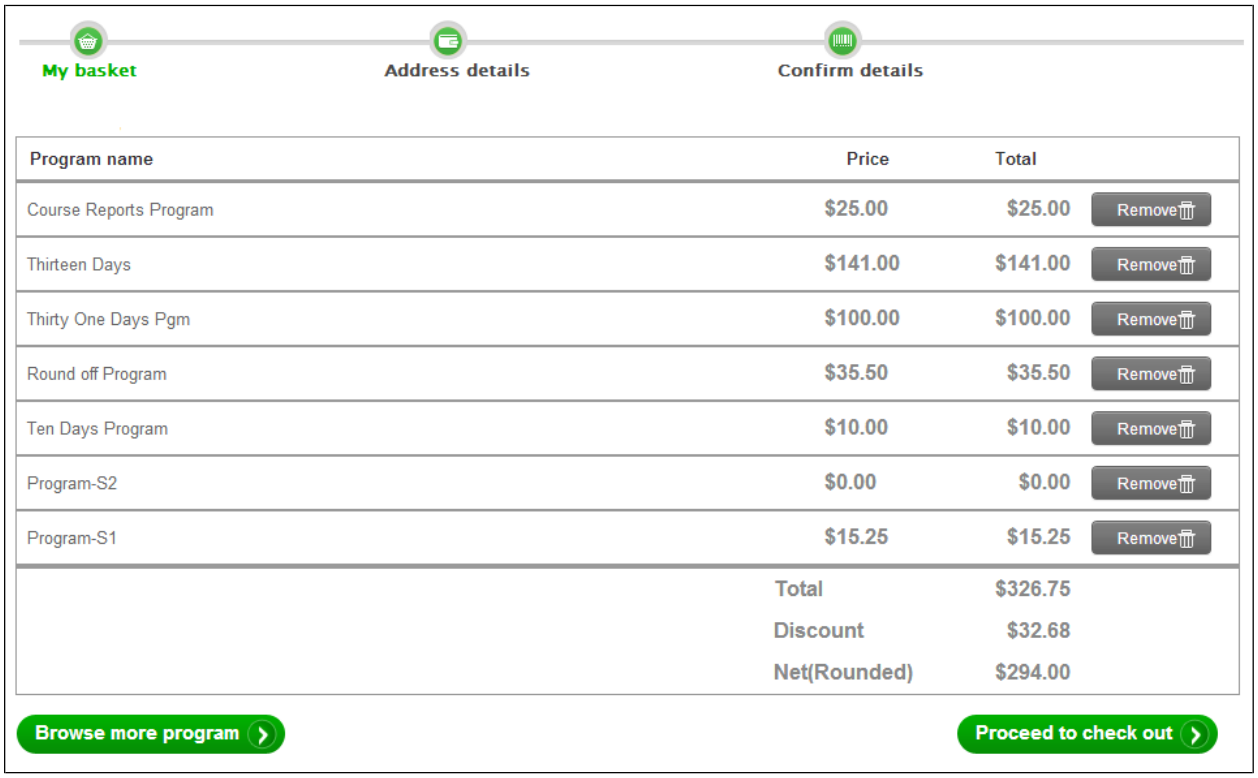


Figure 33: My basket

NOTE: The program name (s) being purchased, its price, and the total price is displayed. If any discount is applicable, then the discounted amount, followed by the net amount (rounded to the nearest whole number) is displayed. You can remove the chosen program from the cart by clicking REMOVE. If you want to browse more programs, then click BROWSE MORE PROGRAM.

3 Click PROCEED TO CHECKOUT.

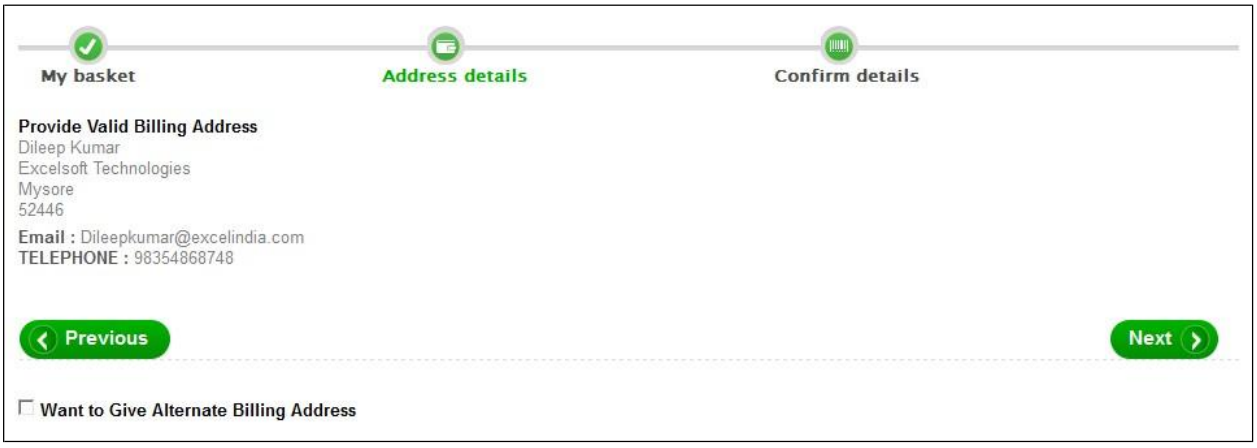


Figure 34: Address details

NOTE: The address provided during registration is displayed by default. If you want to mention an alternate billing address, select **Want to Give Alternate Billing Address**.

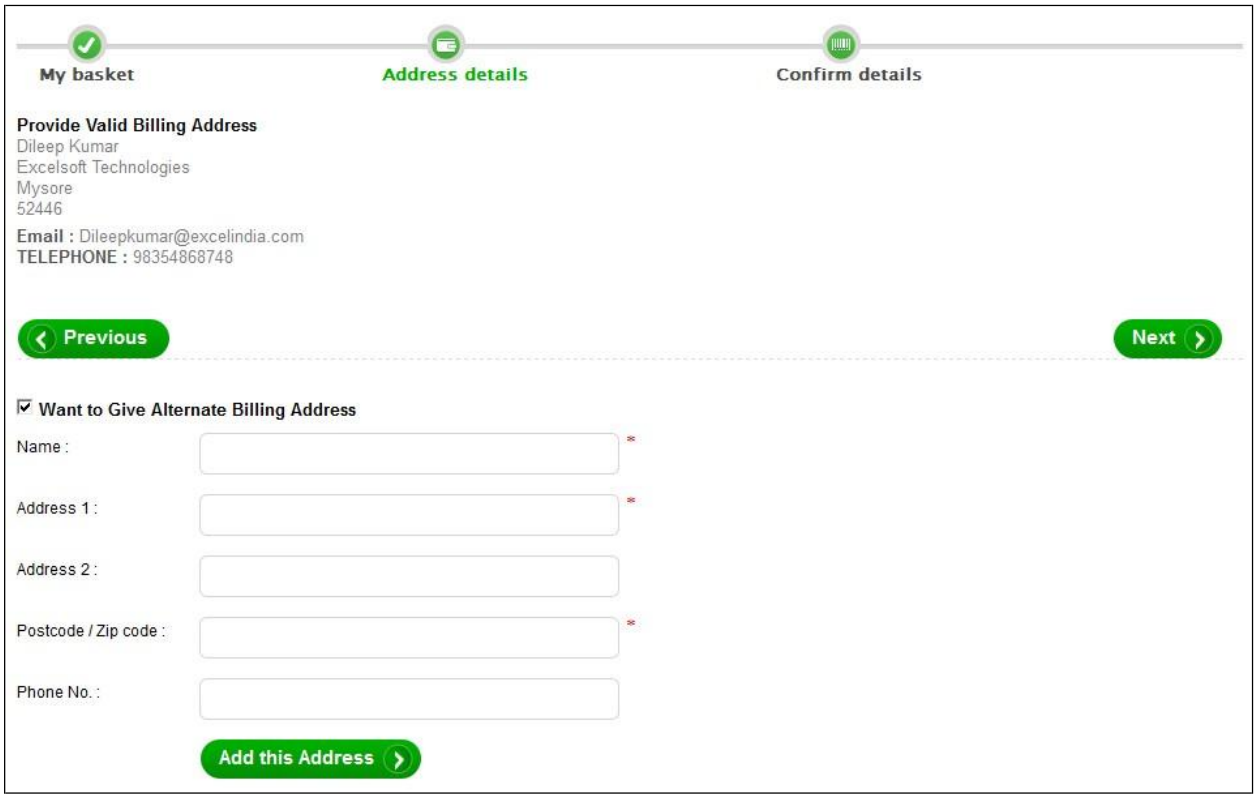


Figure 35: Address details - 2

4 You can type the alternate address details and click ADD THIS ADDRESS. Then click NEXT.

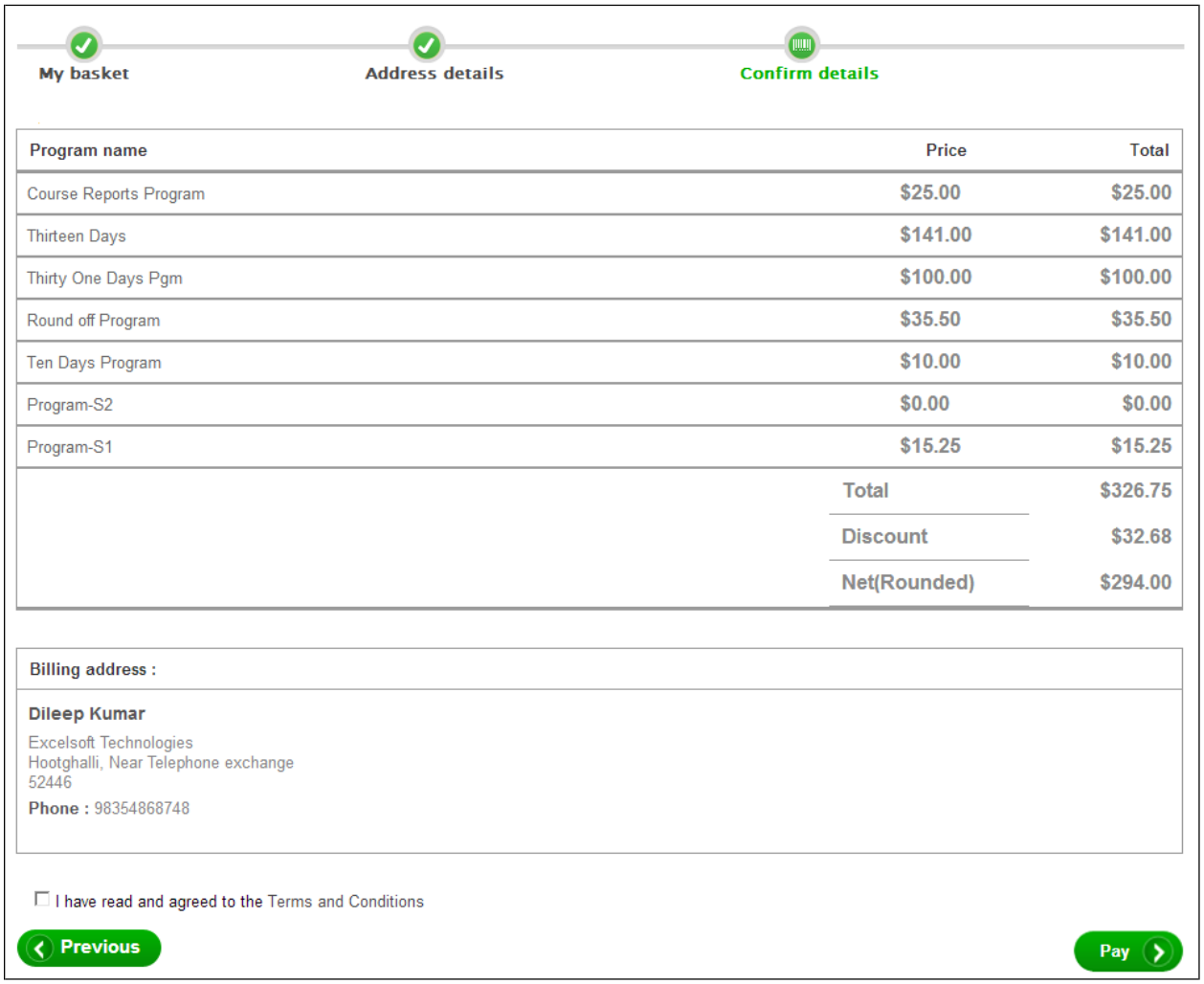


Figure 36: Confirm details

5 After confirming all the details, select "I have read and agreed to the terms and conditions."

6 Click PAY. You will be directed to the payment gateway.

NOTE: To view the terms and conditions, click **terms and conditions** link.

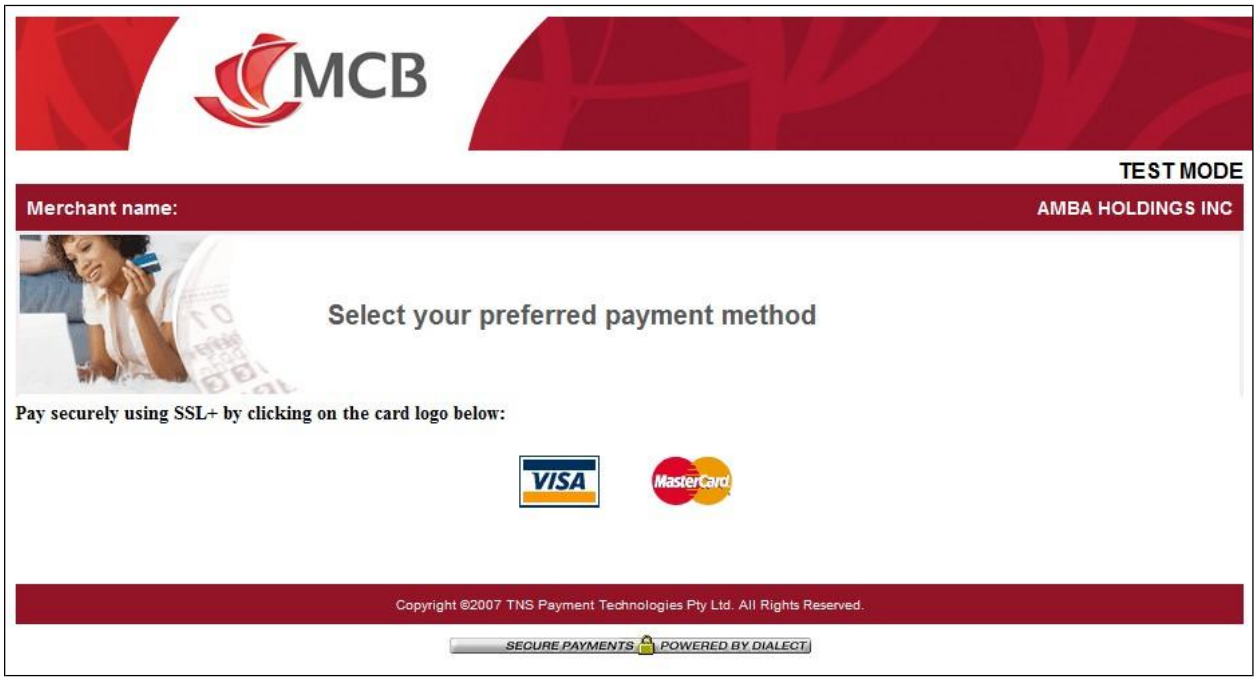

MCB
TEST MODE
Merchant name:
AMBA HOLDINGS INC
Select your preferred payment method
Pay securely using SSL+ by clicking on the card logo below:
VISA
MasterCard
Copyright ©2007 TNS Payment Technologies Pty Ltd. All Rights Reserved.
SECURE PAYMENTS POWERED BY DIALECT

Figure 37: Selecting payment method

7 Select your preferred payment method by clicking on the logo of fund transfer facilitator.

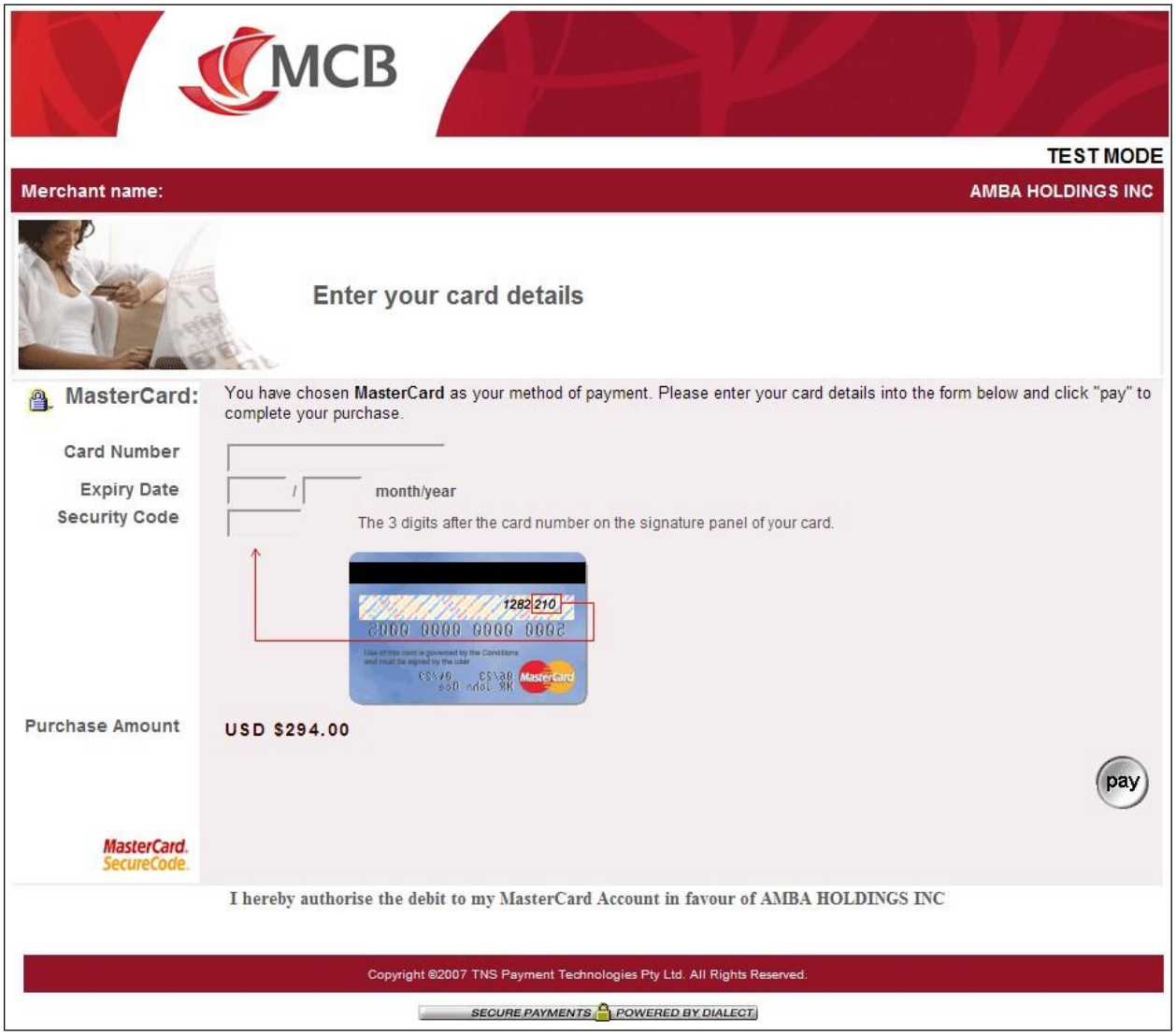

MCB
TEST MODE
Merchant name:
AMBA HOLDINGS INC
Enter your card details
MasterCard:
You have chosen MasterCard as your method of payment. Please enter your card details into the form below and click "pay" to complete your purchase.
Card Number
Expiry Date
month/year
Security Code
The 3 digits after the card number on the signature panel of your card.
1282 210
Purchase Amount
USD $294.00
pay
MasterCard SecureCode
I hereby authorise the debit to my MasterCard Account in favour of AMBA HOLDINGS INC
Copyright ©2007 TNS Payment Technologies Pty Ltd. All Rights Reserved.
SECURE PAYMENTS POWERED BY DIALECT

Figure 38: Entering card details - 1

8 Enter your card details as specified.

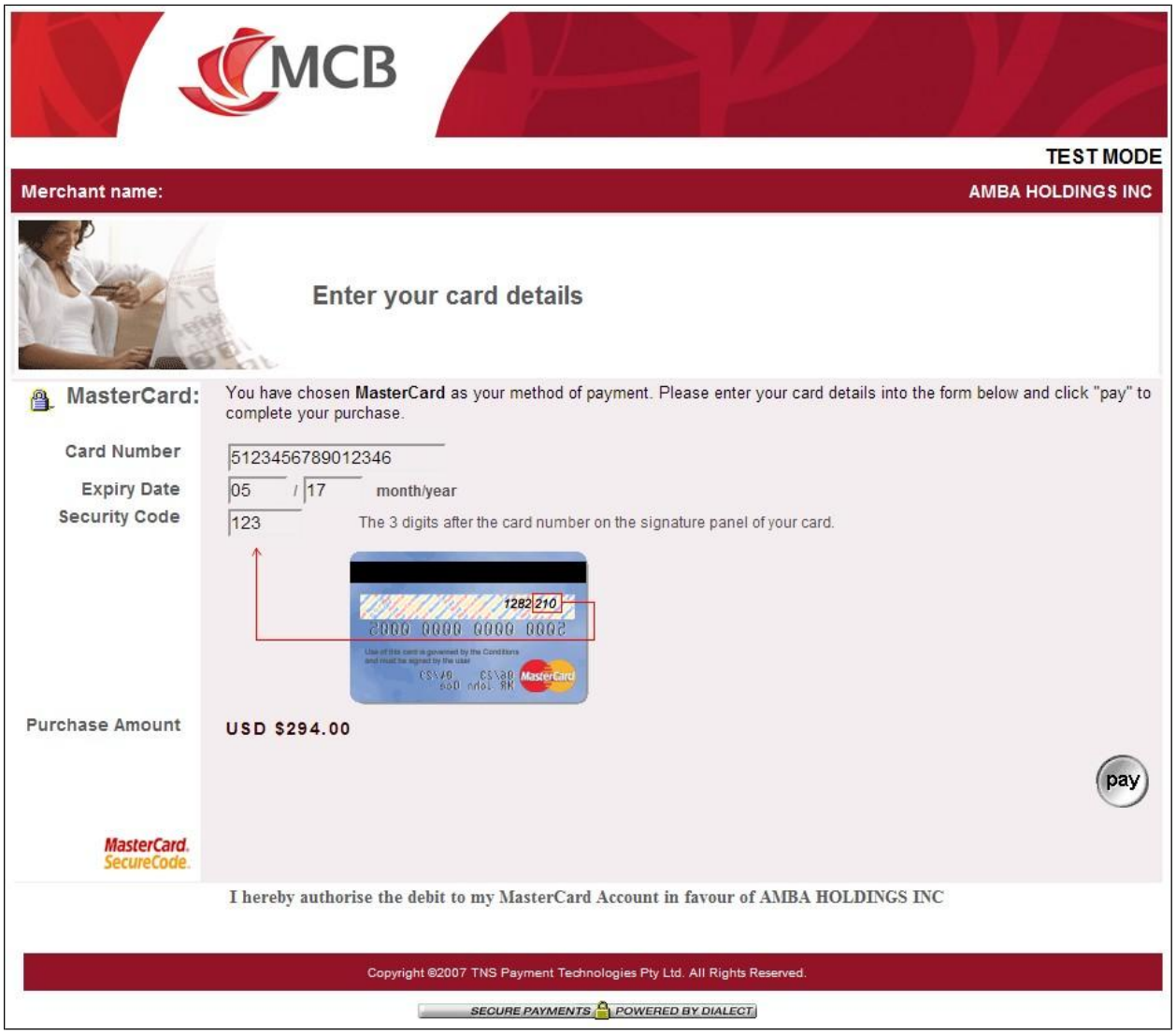

MCB
TEST MODE
Merchant name:
AMBA HOLDINGS INC
Enter your card details
MasterCard:
You have chosen MasterCard as your method of payment. Please enter your card details into the form below and click "pay" to complete your purchase.
Card Number
5123456789012346
Expiry Date
05 / 17 month/year
Security Code
123
The 3 digits after the card number on the signature panel of your card.
1282 210
Purchase Amount
USD $294.00
pay
MasterCard. SecureCode.
I hereby authorise the debit to my MasterCard Account in favour of AMBA HOLDINGS INC
Copyright ©2007 TNS Payment Technologies Pty Ltd. All Rights Reserved.
SECURE PAYMENTS POWERED BY DIALECT

Figure 39: Entering card details - 2

9 Click PAY.

If the payment is approved and the transaction is successful, you will be redirected back to the Amba website.

Chapter 4 – Using Intelligence Panel

In the chapter, you will learn about:

- Viewing your profile
- Editing your profile
- Viewing discussions

Viewing and editing your profile

This section displays your profile details, including your name and photograph (if uploaded). You can also edit your profile. Below your profile details, you can view announcements.

1 Login using the credentials provided to you.

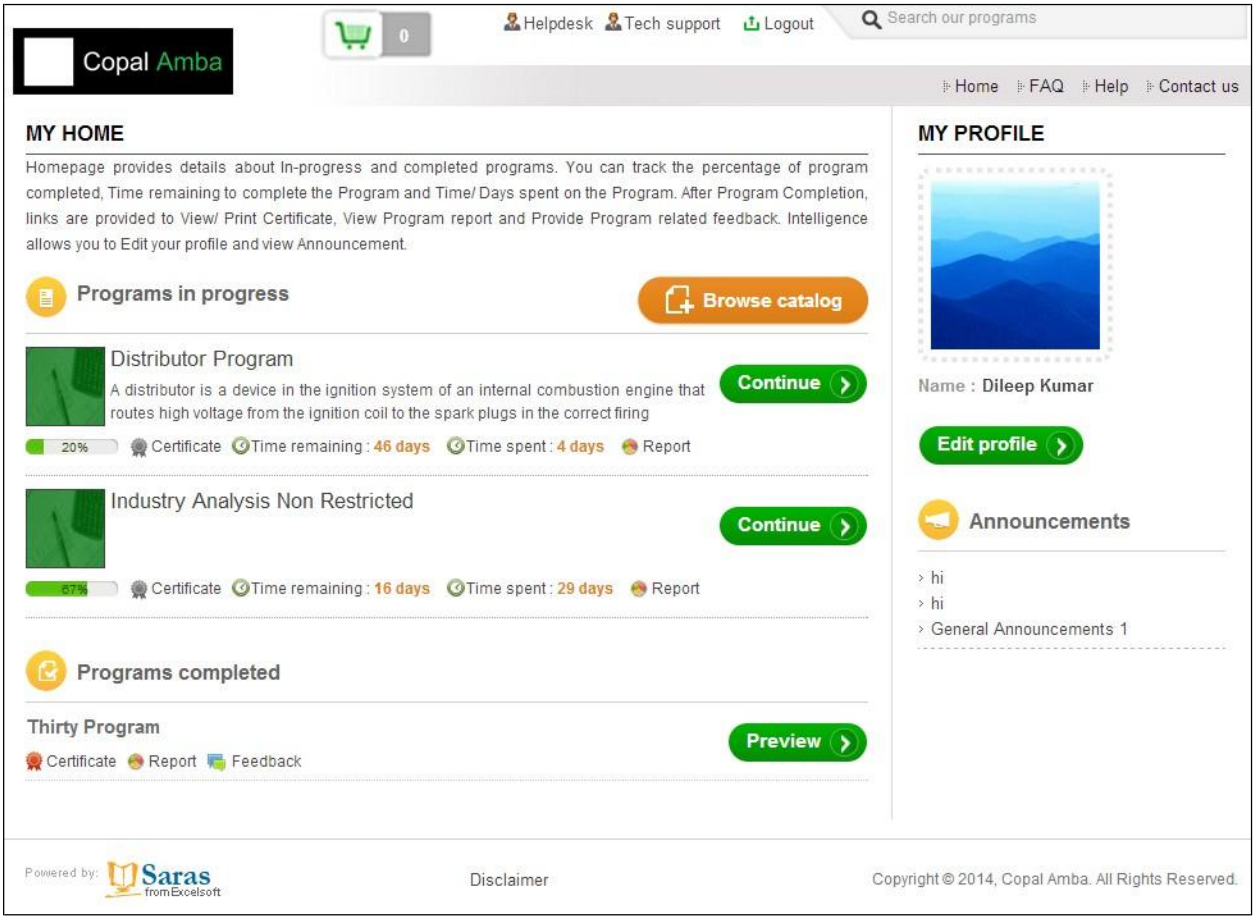

Copal Amba
0
Helpdesk
Tech support
Logout
Search our programs
Home
FAQ
Help
Contact us
MY HOME
Homepage provides details about In-progress and completed programs. You can track the percentage of program completed, Time remaining to complete the Program and Time/ Days spent on the Program. After Program Completion, links are provided to View/ Print Certificate, View Program report and Provide Program related feedback. Intelligence allows you to Edit your profile and view Announcement.
Programs in progress
Browse catalog
Distributor Program
A distributor is a device in the ignition system of an internal combustion engine that routes high voltage from the ignition coil to the spark plugs in the correct firing
Continue
20%
Certificate
Time remaining : 46 days
Time spent : 4 days
Report
Industry Analysis Non Restricted
Continue
67%
Certificate
Time remaining : 16 days
Time spent : 29 days
Report
Programs completed
Thirty Program
Preview
Certificate
Report
Feedback
MY PROFILE
Name : Dileep Kumar
Edit profile
Announcements
hi
hi
General Announcements 1
Powered by: Saras from Excelsoft
Disclaimer
Copyright © 2014, Copal Amba. All Rights Reserved.

Figure 40: Home page

On the right pane, under My Profile section, you can view your profile details. To further edit your profile,

2 Click EDIT PROFILE.

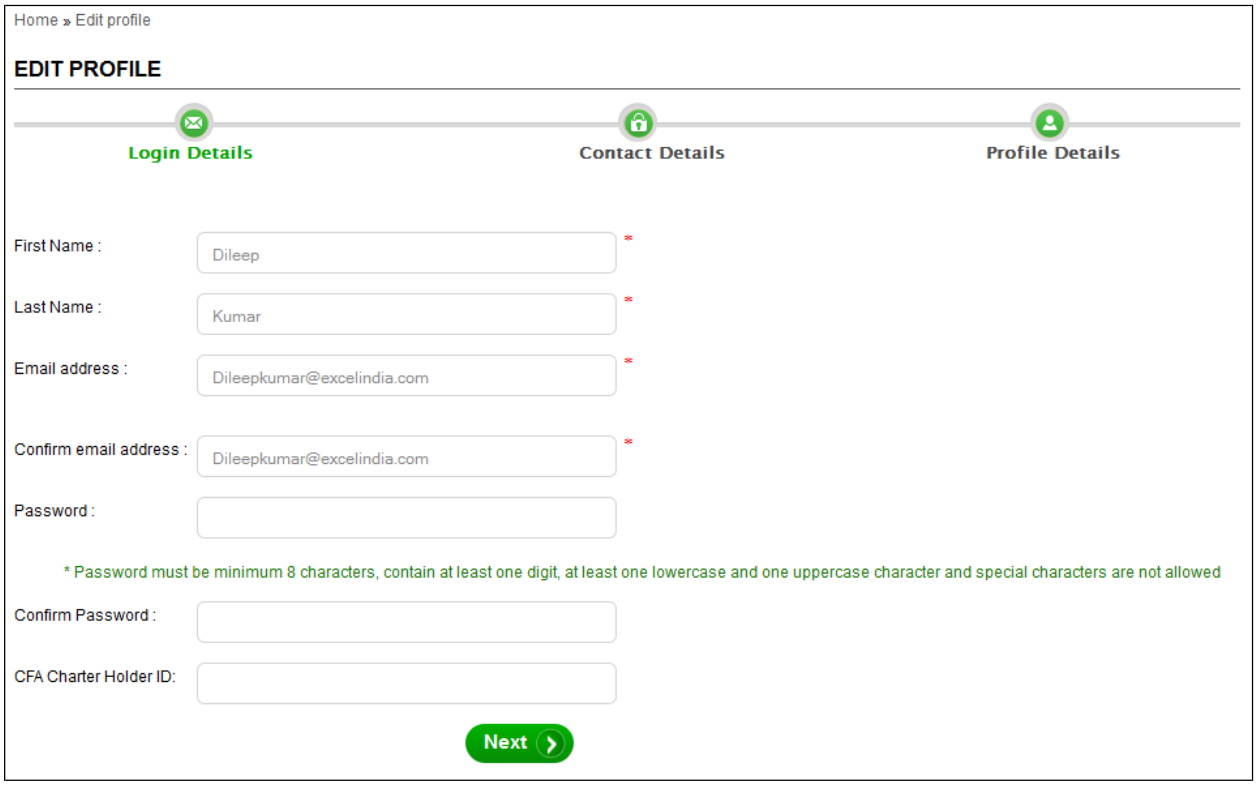


Figure 41: Edit Profile (Login Details)

Field	Description
First Name	Edit your first name in this field.
Last Name	Edit your last name in this field.
Email address	Your valid email address is displayed in this field. Note that this field cannot be edited.
Confirm email address	Your valid email address is displayed in this field. Note that this field cannot be edited.
Password	Enter a sign in password in this field. Note that the password characteristics are displayed in green text below this field. Choose a password accordingly.
Confirm Password	Confirm the password you entered in this field.
CFA Id	Edit your Certified Financial Analyst (CFA) id in this field.
NOTE: Fields marked * are mandatory.	

3 Make any edits if required and click NEXT.

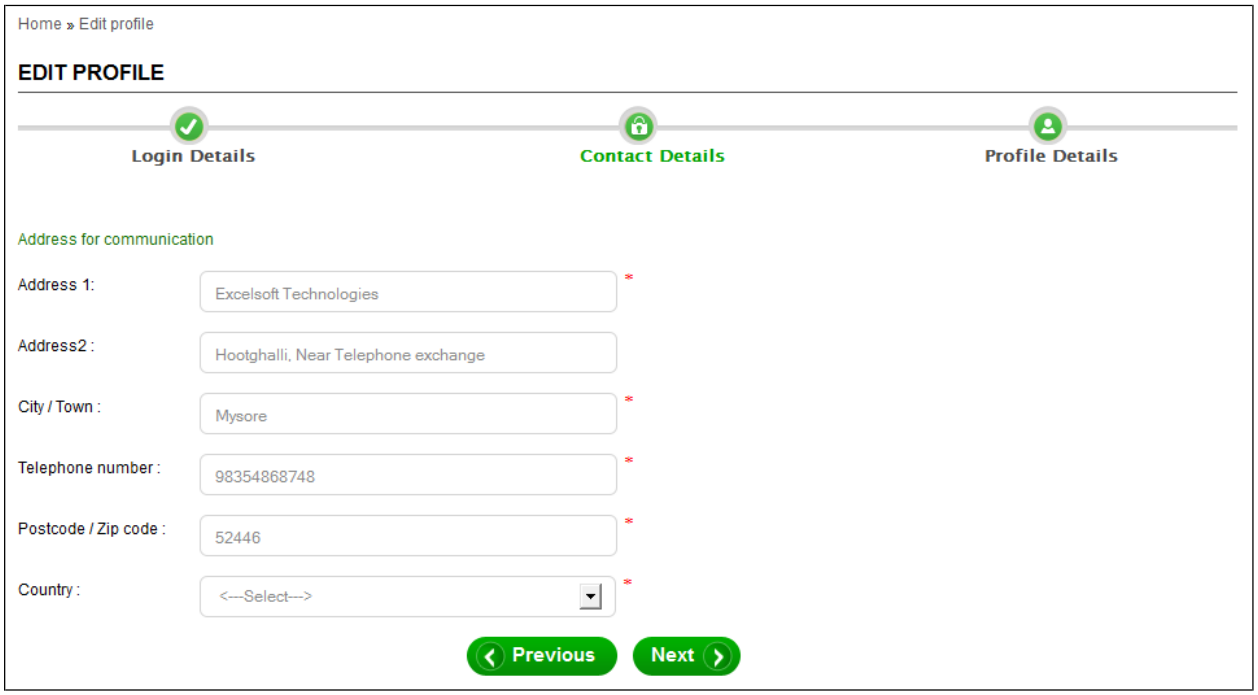


Figure 42: Edit Profile (Contact Details)

Field	Description
Address 1	Edit your address for communication in this field.
Address 2	Edit your address for communication in this field.
City/Town	Edit your city/town in this field.
Telephone number	Edit your telephone number in this field.
Postcode/Zip code	Edit your area's postal code/zip code in this field.
Country	Select your country of origin from the drop-down list.
NOTE: Fields marked * are mandatory.	

4 Make any edits if required and click NEXT.

NOTE: You can revisit the previous page, if required, by clicking PREVIOUS.

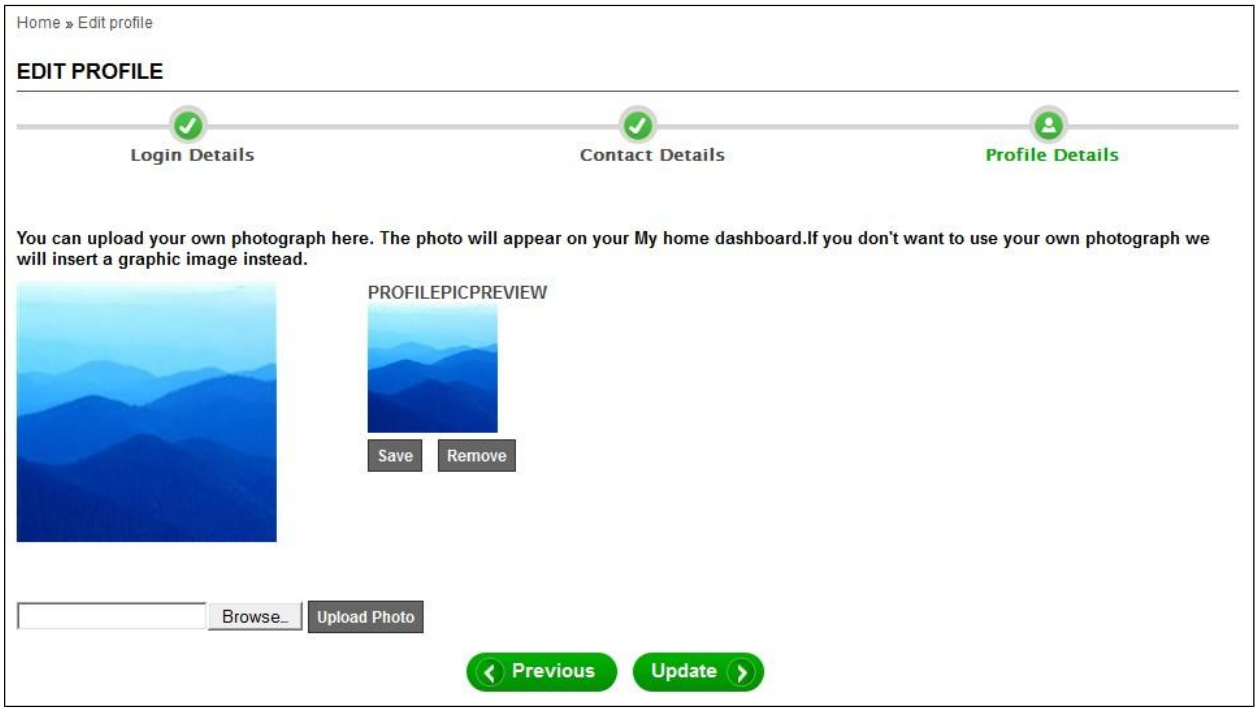


Figure 43: Edit Profile (Profile Details)

5 Add a new photograph if required and click UPDATE.

NOTE: You can revisit the previous page, if required, by clicking PREVIOUS.

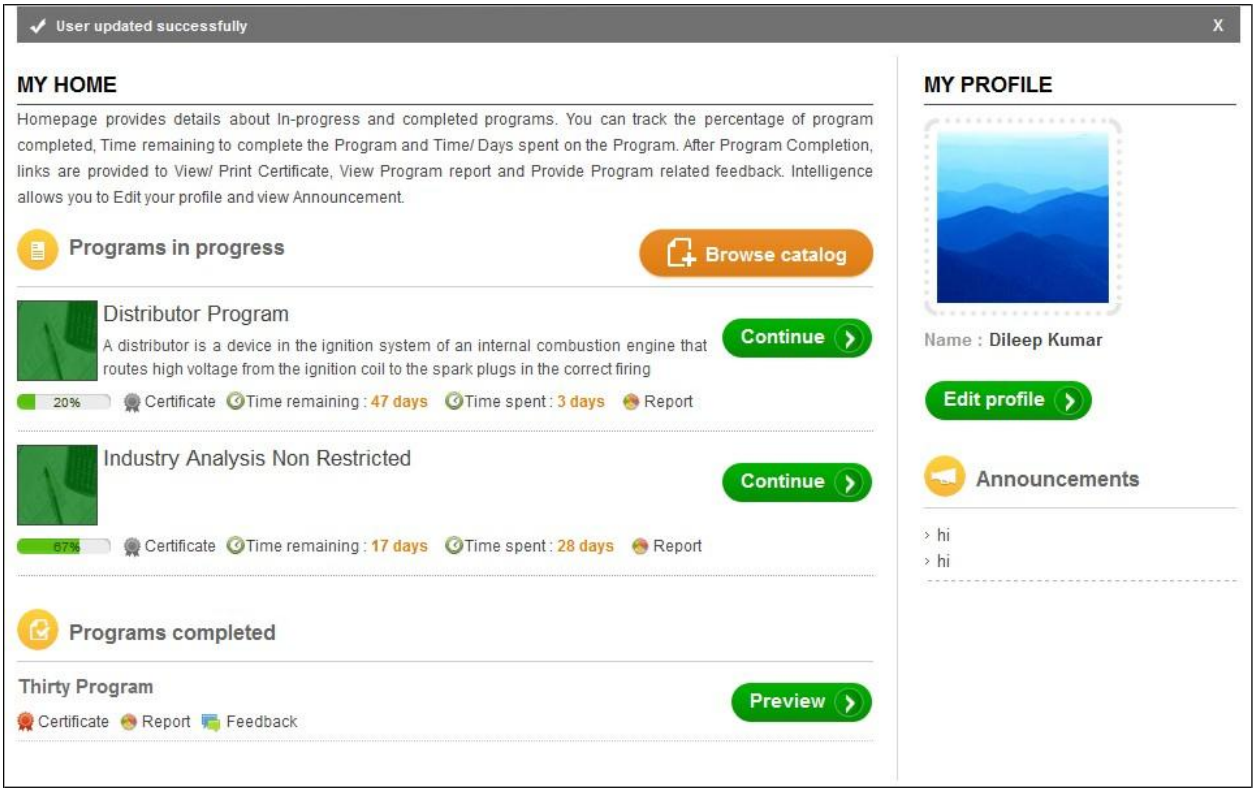
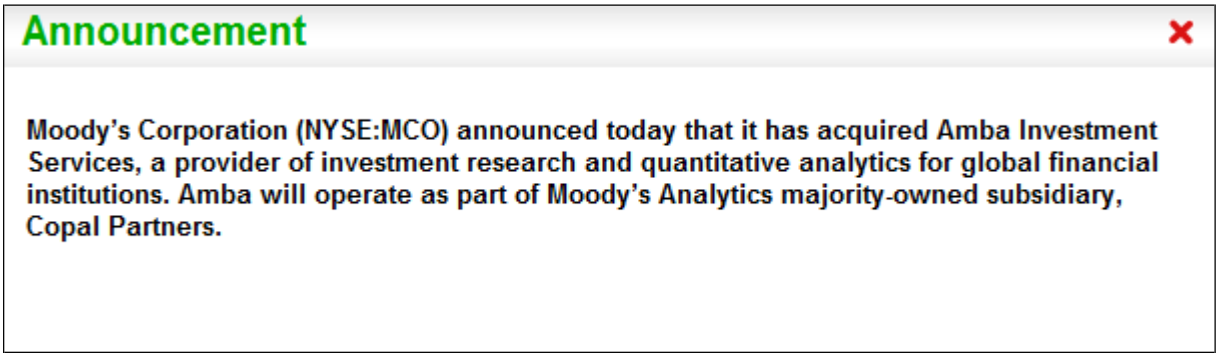

User updated successfully
X
MY HOME
Homepage provides details about In-progress and completed programs. You can track the percentage of program completed, Time remaining to complete the Program and Time/ Days spent on the Program. After Program Completion, links are provided to View/ Print Certificate, View Program report and Provide Program related feedback. Intelligence allows you to Edit your profile and view Announcement.
Programs in progress
Browse catalog
Distributor Program
A distributor is a device in the ignition system of an internal combustion engine that routes high voltage from the ignition coil to the spark plugs in the correct firing
Continue
20%
Certificate
Time remaining : 47 days
Time spent : 3 days
Report
Industry Analysis Non Restricted
Continue
67%
Certificate
Time remaining : 17 days
Time spent : 28 days
Report
Programs completed
Thirty Program
Certificate
Report
Feedback
Preview
MY PROFILE
Name : Dileep Kumar
Edit profile
Announcements
hi
hi

Figure 44: Profile updated

Viewing announcements

You can view any announcements in the **Announcements** section, below your profile. Click on the link to view the announcement in a pop-up.


Announcement
Moody's Corporation (NYSE:MCO) announced today that it has acquired Amba Investment Services, a provider of investment research and quantitative analytics for global financial institutions. Amba will operate as part of Moody's Analytics majority-owned subsidiary, Copal Partners.